

Reasonable Adjustments and Special Considerations Policy

1. Purpose

To ensure all learners at McAnderson Associates Limited have fair and equitable access to assessments and learning experiences, particularly those who face barriers due to disability, health conditions, temporary circumstances, or unforeseen personal situations. This policy ensures that all necessary accommodations are provided without compromising the integrity or standard of assessments.

2. Scope

This policy applies to all learners who require additional support to complete their learning and assessment activities due to:

- Long-term physical, sensory, or cognitive impairments
- Mental health challenges
- Temporary conditions (e.g., injuries, pregnancy-related issues)
- Situational hardships (e.g., bereavement, emergency displacement)
- Any other condition that could impact their ability to participate in training or assessments

3. Policy Owner

McAnderson Associates Limited

Responsible for assessing adjustment requests, coordinating accommodations, and ensuring compliance with relevant regulations.

4. Review Schedule

Reviewed annually or in response to updates from awarding bodies, legislative changes, or emerging learner needs.

5. Definitions

Reasonable Adjustments

Pre-assessment modifications made to enable learners with specific needs to demonstrate their true level of knowledge, skills, and competencies without being unfairly disadvantaged. These are planned and agreed upon before assessment begins.

Examples include:

- Extra time during tests or assessments
- Assistive technologies (e.g., screen readers, voice-to-text)
- Provision of materials in accessible formats (e.g., Braille, large print, different background colours)
- A scribe, reader, or sign language interpreter
- Modified test environment (e.g., quiet room, ergonomic furniture)

Note: Reasonable adjustments must not alter the content or demand of the assessment and should reflect the learner's usual way of working.

6. Special Considerations

Post-assessment allowances made for learners who experience short-term illness, injury, or disruptive life events during or shortly before their assessment, which could have affected their performance.

Examples include:

- Medical emergency during exam period
- Bereavement of a close family member
- Serious personal disruption (e.g., fire, domestic issues)
- Breakdown of assistive technology during assessment

Note: Special consideration may involve a slight adjustment to the mark, an opportunity for re-assessment, or rescheduling of the assessment.

7. Eligibility and Requests Process

7.1 Requesting a Reasonable Adjustment

- Learners must notify McAnderson at least **two weeks before** the scheduled assessment.
- Requests should be made through the official **Reasonable Adjustment Request Form**, submitted to the Program Manager or Course Administrator.
- The request must include supporting documentation, such as:
 - Medical reports
 - Educational psychologist assessments
 - Statement of special educational needs (SEN)
 - Letter from a qualified professional or institution

7.2 Requesting Special Consideration

- Learners must notify McAnderson within five working days after the assessment date.
- Requests must include clear documentation (e.g., doctor's note, police report, funeral invitation) and be submitted in writing to the Program Manager.
- Late requests may only be considered in exceptional cases.

8. Decision-Making Process

- The Program Manager reviews all applications in consultation with internal staff (e.g., trainer, assessor) and, where applicable, external awarding bodies.
- Adjustments are approved based on:
 - The evidence submitted
 - Nature of the qualification and assessment method
 - Legal and awarding body requirements
- Learners will receive written notification of the outcome within 5 working days of submission.

9. Responsibilities

Learners:

- Submit requests and documentation promptly
- Cooperate with arrangements and feedback processes
- Maintain communication with designated staff

Trainers and Assessors:

- Be aware of approved accommodations
- Implement adjustments without compromising assessment integrity
- Respect learner privacy and dignity

Program Manager:

- Oversee and track all requests and outcomes
- Liaise with awarding bodies when required
- Maintain accurate records of adjustments and justifications

10. Confidentiality and Data Protection

- All records related to reasonable adjustments and special considerations are handled in compliance with data protection regulations.
- Only personnel directly involved in the decision-making or implementation will have access to learner information.

11. Quality Assurance and Monitoring

- All requests and decisions are logged and reviewed quarterly to identify trends and areas for improvement.
- Learner feedback is collected to assess satisfaction with the process and accommodations provided.
- Anonymized data may be included in internal quality assurance reports.

12. Appeals Process

- If a learner is dissatisfied with the outcome of their request, they may submit an appeal in writing to the COO within 5 working days of receiving the decision.
- The appeal will be reviewed independently, and a final response issued within 10 working days.

13. Conclusion

McAnderson Associates Limited believes that inclusive education and assessment not only meet legal obligations but also reflect our core values of equity, empowerment, and respect. We are committed to removing barriers and supporting the success of every learner.

14. Policy Approval

Approved by:

Akindayo Akindolani

Position: Founder & CEO

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Next review due: 02/01/2026