

## Access to Fair Assessment Policy

### Introduction

Skills College UK are dedicated to offering access to assessment for all learners, free from discrimination of any kind, as detailed in our Equality and Diversity Policy. In some circumstances we understand that some learners may need to request reasonable adjustments for those with particular requirements or make special considerations in light of unforeseen circumstances.

Reasonable adjustments can be requested prior to assessment for learners with particular requirements.

Special consideration is given when unforeseen circumstances prevent the learner from attending or completing their assessment, such as temporary illness, bereavement or disruption to assessment.

In most cases, a request for reasonable adjustments can be handled by the management at Skills College UK. In the unlikely event we need assistance from all Awarding Organisations, then we will seek assistance from them.

### Reasonable Adjustments

If reasonable adjustments are made Skills College UK will ensure that the adjustments must:

- Not affect the integrity of the qualification;
- Reflect the current needs of the individual learner;
- Not give the learner an unfair advantage over other learners;
- Ensure that assessment continues to be valid, reliable and comparable against stated assessment criteria.

### Guidance for Learners

The following reasonable adjustments are acceptable and can be permitted by Skills College UK (this list is not exhaustive – please contact us if you require more information).

Learners with visual impairments:

- Large print or Braille course material and assessment papers
- Coloured paper or overlays;
- Audio assessment;
- Extra time allocated for training and assessment.

Learners with a hearing impairment:

- Use of hearing aids/hearing induction loops;
- Interpreter/signer (it may be cost prohibitive for the customer to pay for an interpreter/signer, although the learner may have access to funding);
- Extra time allocated for training and assessment.

Learners with reading, writing or learning difficulties:

- Support assistance;
- Reader and/or scribe;
- Audio assessment;
- Extra time allocated for training and assessment.

Please note: Learners requesting reasonable adjustments must provide Skills College UK with evidence of their medical condition or learning needs.

## Special Considerations

Special consideration is given to events or circumstances, beyond the learner's control, that lead to a learner being unable to complete their course or attend/complete their assessment. Examples of events that attract special consideration would be:

- Temporary illness;
- Injury;
- Bereavement;
- Fire or similar emergency during the assessment;
- Building work/loud noise at the venue during an assessment;
- Failure of equipment during the assessment;
- Failure of Skills College UK to implement requested reasonable adjustments, or the reasonable adjustments put in place prove to be unworkable or incorrect.

In most circumstances relating to noise disturbance or evacuation of a building, alternative rooms or premises may be arranged and the assessment can continue with extra time allowed for the disruption.

If it is not possible for learner(s) to complete their course or attend/complete their assessment, new dates will be agreed with the learner(s) to do this. The special consideration arrangements should allow the learner(s) to demonstrate the achievement they are capable of for the unit(s) in question.

Regardless of the circumstances surrounding the arrangements for new training and/or assessment dates, the learner must meet the minimum requirements for the unit, qualification or award.

## Recording Reasonable Adjustments and Special Considerations



In all cases where a reasonable adjustment or special consideration has been made, Skills College UK will record this with the appropriate awarding body for which the qualification relates to.

This records the reason for the reasonable adjustment or special consideration, the details of the learner(s) and qualification affected and the action taken by Skills College UK.

### **Internal Quality Assurers (IQA's)**

Skills College UK's IQA's will monitor requests for reasonable adjustments and special considerations as part of their quality assurance sampling. In particular, they will be required to check that the assessment met the required standards and that the learner(s) were not advantaged or disadvantaged by the adjustment or event.

### **Feedback and Monitoring**

All learners will be provided with a learner survey covering training and assessment. This will provide a route for learners to feedback directly to Skills College UK should they so choose. All information supplied will be monitored by Skills College UK and acted upon where necessary.

Accurate records of all reasonable adjustments and special considerations will be held by Skills College UK and made available to all Awarding Organisations and/or the regulatory authorities on request.

### **Contact Us**

For further information on the contents of this policy, please contact us at [info@scuk-ltd.co.uk](mailto:info@scuk-ltd.co.uk)