

## **Reasonable Adjustments/ Special Consideration Policy**

This policy is provided for Digital Marketing School customers, learners and staff members who are using or delivering courses and qualifications offered by Digital Marketing School. Digital Marketing School will review this policy annually in line with self-assessment arrangements. This policy will be also be revised as and when necessary, in response to customer and learner feedback or good practice guidance issued by an awarding organisation or other regulatory body. This policy is available for all staff members, third parties and learners to access. Every staff member involved in the management, delivery, assessment and quality assurance of qualifications offered by Digital Marketing School, shall be made aware of this policy during their induction period of employment. Learners undertaking Digital Marketing School qualifications shall be informed of this policy during their induction process.

### **Policy Statement**

This policy provided for Digital Marketing School staff members and learners to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner.

### **Statement of Principles**

Digital Marketing School is committed to complying with all current and relevant legislation in relation to the development and delivery of qualifications. Digital Marketing School learners will have fair access to assessments where practicable.

A reasonable adjustment may be required where a learner has a permanent disability of specific learning need (s).

A special consideration may be required where a learner has a temporary disability, medical condition or learning needs or is indisposed at the time of the assessment.

### **Definition of Reasonable Adjustments**

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage during an assessment.

Reasonable adjustments may involve:

- changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
- providing assistance during assessment, such as a sign language interpreter or a reader
- providing and allowing different coloured transparencies.

Reasonable adjustments are approved or set in place by an awarding organisation before the assessment activity takes place; they constitute an arrangement to give the learner access to the assessment.

### **Requesting Reasonable Adjustments**

Learners must make Digital Marketing School staff members aware of any reasonable adjustments they require. Digital Marketing School is responsible for applying to awarding organisation for reasonable adjustment requests (when appropriate).

### **Definition of Special Considerations**

Special consideration can be applied after an assessment, if there was a reason the learner may have been disadvantaged during the assessment. Any requests to an awarding organisation for Special Considerations, must be made by a Digital Marketing School staff member within the set time frame required of the awarding organisation.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

All documents relating to reasonable adjustments and special considerations must be saved and stored securely. The awarding organisation must be given access to any information or documents regarding reasonable adjustments and special considerations, when requested.