

Reasonable Adjustment

POLICY GUIDANCE

Policy

Insight FPS Ltd is committed to creating an inclusive environment where all candidates can feel supported and able to achieve. In the interest of an inclusive assessment process, Insight FPS Ltd will always aim to provide assistance for both candidates with additional learning needs and for those who may be suffering from a temporary disadvantage to learning.

Aim

The purpose of this policy is to establish the guidelines which need to be followed by staff when reasonable adjustments and/or special considerations are requested. This policy will ensure that any reasonable adjustments or special considerations provided meet the procedures established by the relevant awarding body.

Insight FPS Ltd will always ensure that the integrity of all qualifications and assessments is maintained at all times.

This policy applies to all staff and contractors.

Insight FPS Ltd will work within the principles outlined by the Insight FPS Ltd Reasonable Adjustments Policy and the Insight FPS Ltd Special Considerations Policy. Insight FPS Ltd recognise that they should:

- identify learners having or likely to have difficulties accessing assessments;
- advise learners to make any adjustment needs known to Venue staff at the earliest opportunity;
- ensure venue staff decide, in conjunction with the learner, what adjustment may be required;
- when identifying the adjustment(s) necessary, take into consideration the learner's normal way of working and how previous assessment has been made during teaching, as well as the assessment requirements of the qualification or standard.

Once the appropriate adjustment has been identified, the venue must document the request and rationale for audit purposes.

Any application for Reasonable Adjustment must be supported, where appropriate, by information/evidence, which is valid, sufficient, reliable and justifies your decision. Insight FPS Ltd reserves the right to request a copy of this information/evidence to inform our decision or for audit purposes; and if the Reasonable Adjustment is permitted at the discretion of the Venue, the Reasonable Adjustment form must be completed and submitted to Insight FPS Ltd at the end of the assessment, together with the associated examination/assessment materials.

For onscreen, venue permitted adjustments, please forward completed forms to your account manager, post assessment. Please include learner details and relevant cohort codes/ID.

The Venue or the individual can complete a Reasonable Adjustments Application Form (appendix 1 in the Insight FPS Ltd Reasonable Adjustments Policy) when applying for Reasonable Adjustments or complete a Special Consideration form when applying for Special Consideration and send this to their Business Manager before the course.

Requests for reasonable adjustments must be approved by Insight FPS Ltd and set in place **before** the engagement activity takes place. The work produced following a reasonable adjustment must be assessed in the same way as the work from other learners. The individual may not need, nor be allowed, the same adjustment for all assessments.

Individuals cannot enter a plea for a special consideration for assessment solely on the grounds of disability or learning difficulty. A special consideration may result in a small post-adjustment. The size of the adjustment depends on the circumstances during the assessment and reflect the difficulty facing the individual. It must not give the individual an unfair advantage and must reflect their ability and not necessarily their potential ability.

Where individuals do not have English as their first language, a reasonable adjustment may be requested.

The process is as follows:

- Prior to any assessment taking place, conduct an assessment of the individual's understanding of written and oral English. This assessment must include the individual's ability to read health and safety signage and communicate risks to others – the individual must be able to adhere to UK legislative and regulatory practices.
- Insight FPS Ltd understands it must meet its responsibilities to learners and comply with current disability and equal opportunity legislation, as well as meeting regulatory requirements. Insight FPS Ltd will therefore, consider in advance any difficulties learners may have in accessing assessments. Insight FPS Ltd will also ensure all staff must have training in relevant access issues.

- Insight FPS Ltd must ensure that they can provide appropriate resources to make the necessary adjustment to assessments and that each individual Awarding Organisation's procedures for requesting adjustments are followed.
- In the interest of Equal Opportunities and the avoidance of malpractice claims, only approved adjustments will be allowed, and the approved level of assistance must not be exceeded.
- Appropriate adjustments will be based on the specific assessment requirements of the particular qualifications, on the type of assessment and the particular needs and circumstances of the learner in question.