

# REASONABLE ADJUSTMENT AND SPECIAL CONSIDERATION POLICY

<b>Policy Owner</b>	<b>Quality Assurance and Compliance Department</b>
<b>Approved By</b>	<b>Governing Body</b>
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**B-TIC**

**BUSINESS AND TECHNOLOGY  
INTERNATIONAL CAMPUS**

*Professionalism Simplified*

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## 1. Introduction

B-TIC is highly responsible to maintain and improve the quality of all the Qualifications that we Design, Deliver, Assess, Quality Assure and Award as per the standard and recommend of the Regulators.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Recognised Centres and the Learners to achieve a world class learning experience.

## 2. Scope

This document is applicable for the following B-TIC products:

Ofqual Regulated Qualifications and Units	<input checked="" type="checkbox"/>
Quality Assurance Agency Regulated	<input type="checkbox"/>
B-TIC Quality Assured and Endorsed Courses	<input checked="" type="checkbox"/>

## 3. Audience

This document is for use by the following:

- a. Recognised Centre Staff
- b. Assessors and Quality Assurers
- c. Learners

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- a. Staff
- b. Registrar
- c. Quality Assurers

## 4. Regulations and Compliance

As set out in “Ofqual General Conditions of Recognition” requires Awarding Organizations to establish and maintain evidence of their compliance as Conditions for Recognition.

B-TIC builds and improve the Policy consistently to comply with and maintain evidences in cross reference to Regulations.

Policy cross reference to “Ofqual General Conditions of Recognition (OGCR). "Ofqual General Conditions of Recognition” shall fill the gaps in this Policy.

<b>OGCR Reference</b>	<b>Page</b>	<b>Title of the Section</b>
Condition - G6	91	Arrangements for Reasonable Adjustments
Condition - G7	93	Arrangements for Special Consideration
Condition - G8	96	Completion of the Assessment under the Required Conditions
Condition - G9	98	Delivering the Assessment

Relevant Policies to be used in conjunction with,

1. B-TIC Admissions Policy
2. B-TIC Assessment Policy
3. B-TIC Equality and Diversity Policy
4. B-TIC Glossary of Terms
5. B-TIC Quality Assurance Policy

## 5. Definitions

<p><b>Reasonable Adjustment</b></p>	<p>Actions that help to reduce the effect of a disability or difficulty, which may place the Learner at a disadvantage during the delivery of a Qualification or an Assessment situation to enable a Learner to demonstrate understanding, knowledge, skills, and attitude of the levels of attainment required for the Qualification and Assessment strategy.</p>
<p><b>Special Consideration</b></p>	<p>A post Assessment adjustment to the grade of a Learners' Assessment result or rearrangement of an Assessment time and/or date if the Learner has disadvantage due to a temporary disability, medical condition or learning needs at the time of the Assessment.</p>

## 6. Policy Statement

### 6.1 General

Assessments should be a fair test of Learners' understanding, knowledge, skills, and attitude. The standard format of Assessment may not be suitable for all Learners' thus B-TIC Assessments and Qualifications do not prevent any Learners' from attaining them (G6.1).

B-TIC recognise that Reasonable Adjustments or Special Considerations may be required at the time of Assessment where the following applies,

- a. Learners have a permanent disability or specific learning needs
- b. A Learner has a temporary disability, learning needs or medical condition
- c. Learners' are not available at the time of Assessment due to a disability, learning need or medical condition (G6.2;G7.2).

All requests for Reasonable Adjustments and Special Considerations will be reviewed on an individual basis and all the information received will be considered (G7.1;G6.1).

Reasonable adjustment or Special Consideration arrangements shall not be used to make Assessments easier for Learners' or give them a head start.

The Reasonable Adjustment compensates for any disadvantage imposed by the disability or difficulty and should not disadvantage other Learners' (G8.1).

The size of the Adjustment or Consideration will depend on the circumstances and reflect the difficulty faced by the Learner (G8.1).

All documents relating to Reasonable Adjustments and Special Considerations must be saved and stored securely.

B-TIC must be given access to any information or documents regarding Reasonable Adjustments and Special Considerations, when requested.

## 6.2 Procedure

Reasonable Adjustment application should be made 10 working days prior to the Assessment by writing.

Special Consideration application should be made as soon as the Learner becomes aware about the circumstances by writing.

Centre shall notify the Assessors and Quality Assurers to do the needful in contemplation within Centres without prior approval from B-TIC under these conditions,

- a. Changing the usual Assessment arrangements
- b. Allowing a Learner extra time to complete the Assessment activity
- c. Adapting Assessment materials, such as providing materials in Braille
- d. Providing assistance during Assessment, such as interpretation or a reader
- e. Supervised rest breaks
- f. Taking the Assessment at an alternative site / venue
- g. Assessment material in enlarged format
- h. Assessment material on coloured paper
- i. Use of a reader
- j. Re-organising the Assessment room, such as removing visual stimuli for an autistic Learner providing and allowing different coloured transparencies (G8.1).

If the requirement is beyond this then the adjusted assessment should be verified by B-TIC Quality Assurers (EVQA) before released to the Learner.'

*End of Policy*

**B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.**

**Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of in this document.**



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