





Reasonable Adjustments and Special Considerations Policy

Published Date: Sept 2023	Version: V3.0(REF BSPP020)
Next Review Date: Sept 2024	Page 1 of 6

Policy Approval					
Approval Required:	Please Check		Annual Review Required:	Please Check	
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Approval Panel:	James Hope				
Approved By:	Name	Signature	Date		
	James Hope		21/01/2023		
Policy Review Date:	August 2023				
Policy Writer/s:	Charlotte Dixon				

INDUCTION

Buildskill Plus LTD are a privately owned training provider, primarily operating within in the construction industry and work with Awarding Authorities who are subject to regulations under Ofqual, and other awarding bodies.

The Awarding Authority has a responsibility under relevant equalities legislation and the requirements of the qualifications regulator (Ofqual), to ensure that all candidates have an equal opportunity to demonstrate their knowledge, skills or understanding to the level of attainment required within each qualification, and those barriers to entry are removed where possible. It is the responsibility of Build Skill Plus to ensure that appropriate adjustments are made for candidates during the learning process, and the Awarding Authority will ensure that candidates are given appropriate adjustments to the assessment process to give them an equal opportunity. This will include a requirement for Build Skill Plus who provide examination facilities for their learners to apply reasonable adjustments that have been approved by the Awarding Authority.

NB: The Awarding Authority will not make adjustments to standards or pass marks. All adjustments must be deemed reasonable and not give the candidate an unfair advantage.

REASONABLE ADJUSTMENTS

Adjustments to the assessment process will typically be made in the following circumstances:

1. Candidates with a physical, sensory or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Under equalities legislation, candidates are deemed to have such impairment if they can show that the condition:

- is more than minor or trivial
- has an effect that has lasted or is likely to last for at least twelve months
- Affects everyday things like eating, washing, walking and going shopping.

Supporting evidence will be required in all cases. Evidence could include medical reports from doctors, psychiatrists, educational psychologists, specialist teachers, or funding agencies.

Providing the adjustment required is the same for each assessment, candidates do not need to re-submit evidence with subsequent applications for reasonable adjustment; however, they must complete a Reasonable Adjustment Request Form for each assessment series.

2. Candidates with temporary physical, sensory or mental impairment

Candidates are deemed to have a temporary physical, sensory or mental impairment if the condition is under one year's duration and is likely to improve. Examples of temporary disability could include broken limbs or injury to hands which could impair candidate's ability to write. Supporting evidence will be required in all cases.

If a candidate applies for an adjustment due to a temporary physical, sensory or mental disability, evidence must be re-submitted with a Reasonable Adjustment Request Form for each assessment series.

3. Types of Reasonable Adjustments available

- Extra time
- Supervised rest breaks
- Use of readers, scribes, transcribers, word processors, laptops or other micro processing devices

Published Date: Sept 2023	Version: V3.0(REF BSPP020)
Next Review Date: Sept 2024	Page 3 of 6

- Miscellaneous types of reasonable adjustments including brailing of non-secure assessment
- material, taped responses, modified question papers (e.g., enlarged, or printed on coloured paper).

PROCEDURE FOR APPLYING A REASONABLE ADJUSTMENT

All candidates must submit a request for a reasonable adjustment prior to the closure date for entry to an assessment.

1. Candidates registered Build Skill Plus.

Build Skill Plus centres approved to offer assessment facilities have a duty to implement the Reasonable Adjustment and Special Consideration Policy for all candidates who study with the centre. This responsibility includes assessment of needs, recommendation of reasonable adjustment, communication with Authorising Authorities and provision of the resources to facilitate the adjustment. Build Skill Plus will also be responsible for ensuring that appropriate facilities for work-based assessment are available in conjunction with the employer.

Candidates who are registered with Build Skill Plus must complete a Candidate Reasonable Adjustment Request Form and submit this to the Build Skill Plus administrator at the centre, together with appropriate medical evidence.

The centre should assess the request and complete a Centre Reasonable Adjustment Request form;

- this must be submitted to the relevant Authorising Authority before the entry closure date of the assessment.
- Supporting evidence should be attached to the form with a copy of the completed Candidate Reasonable Adjustment Request form.
(The centre should retain a copy of the candidate's application for review and audit purposes)
- The Reasonable Adjustment Request Form will be forwarded to the Authorising Authority for approval. NO Candidates will be allowed assessment until approval has been granted by the Authorising Authority.

2. Candidates who are not registered with a study centre, or who are being assessed at a regional examination centre.

The Awarding Authority will consider the request for reasonable adjustment and liaise directly with candidates and centres to facilitate the requirements at least four weeks prior to the assessment date.

Dependent on the type of additional assessment needs, the Awarding Authority may need to allocate a candidate to another examination centre best equipped to support her/his needs, which may not be the centre most local or convenient to the candidate. Whilst every effort will be made to make provision for candidates locally, the Awarding Authority reserves the right to allocate candidates to other centres.

On application, assistance with reasonable travel costs associated with the travelling to the assessment or examination centre may be available.

NOTE: The Awarding Authority must grant approval for all reasonable adjustments and reserves the right to refuse requests. If an adjustment is made without written approval from the Awarding Authority, this could constitute malpractice. Once a reasonable adjustment has

Published Date: Sept 2023	Version: V3.0(REF BSPP020)
Next Review Date: Sept 2024	Page 4 of 6

been agreed and implemented, no further adjustment will be made to the assessment or marking process.

SPECIAL CONSIDERATION

Special consideration may be given to candidates in instances that could not have been predicted, or were outside the candidate's control, which may have impacted on their performance. This ensures that candidates who have a temporary illness, injury or indisposition at the time of the assessment are treated fairly. Examples include influenza, bereavement of a close family member, evacuation of the assessment venue, and disturbances during the assessment.

Special consideration must be applied for after the assessment, and supporting evidence must be provided, e.g., letter from doctor/hospital/authorised person, invigilator's report, etc.

Build Skill Plus will make every effort to accommodate reasonable requests for special consideration at short notice. Build Skill Plus will apply to the Authorising Authority by email and/or telephone call where extra time needs to be applied for (for example due to a disturbance during the examination or assessment). In some cases, this will not be possible, and Build Skill Plus may advise candidates that it is in their best interest to postpone the assessment.

1. Procedure for applying for Special Consideration

Candidates must advise the Authorising Authorities, within the allocated time period, in writing, prior to their assessment, of the circumstances which caused the request for special consideration.

For candidates who have taken an online assessment must advise the Authorising Authority in writing, at the end of the assessment, of the circumstances which caused the request for special consideration. The Authorising Authorities all have their own procedures and will duly advise the candidate of the timescales in which they take.

2. Review and Appeal

Wherever possible, the Awarding Authority will deal sympathetically with requests for reasonable adjustments or special consideration. In cases where a request is turned down the candidate has the right to request a review of the decision.

3. Stage 1 – Review

Candidates & Build Skill Plus may request a review of the decision made following the above process. The review is conducted by the Head of the Awarding Authority, who will re-examine the initial decision. Requests for a review of a reasonable adjustment decision should be made as quickly as possible following the initial decision, and will be reviewed equally swiftly to allow the outcome to be notified before the assessment takes place.

4. Stage 2 – Appeal

If the candidate or Build Skill Plus does not agree with the outcome of the review, they have the right to take the process to Stage 2 appeal, which would involve an independent review of the case. An appeal at Stage 2 will only be considered if the candidate can show that the Awarding Authority did not apply procedures consistently during the original investigation, or

Published Date: Sept 2023	Version: V3.0(REF BSPP020)
Next Review Date: Sept 2024	Page 5 of 6

that procedures were not followed properly and fairly. The original circumstances will not be re-investigated at the appeal stage. There is a fee for Stage 2 appeals, which would be refunded if the appeal were successful.

If the complaint or appeal is regarding the ITC and we the Internet Test Centre cannot resolve the complaint or appeal, then the dispute should be put in writing to:

Approval and Compliance Manager
CITB Quality Assurance Team
Sand Martin House
Peterborough
PE2 8TY

Published Date: Sept 2023	Version: V3.0(REF BSPP020)
Next Review Date: Sept 2024	Page 6 of 6