

# **SPECIAL CONSIDERATIONS & REASONABLE ADJUSTMENTS POLICY & PROCEDURE**

<b>Document control</b>	
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Policy owner	Quality Coordinator Head of Skills and Training
Scope: applies to who	Learners, teaching and support staff



## **INTRODUCTION AND AIM**

This policy is aimed at ensuring that learners, eligible for special considerations/reasonable adjustments in assessments, can achieve their qualification without compromising the assessment process or the assessment objectives of a qualification.

This policy is intended to ensure that:

1. Those entitled to reasonable adjustments receive the adjustments they need and that the process is managed in a fair, consistent and confidential way
2. And, that the process for managing a request for special consideration is dealt with in a fair, consistent and confidential way

Reasonable adjustments are made to ensure learners with a disability or other difficulties are not disadvantaged in any way. Learners must declare their needs prior to the assessment period and all necessary reasonable adjustment arrangements must have been implemented before the time of their assessment.

Special considerations can be applied after an assessment, in circumstances where a learner was affected by temporary illness, injury or indisposition at the time of the assessment. This is to ensure learners are not disadvantaged by any exceptional circumstances that may arise prior to, or during the assessment.

If a request for special considerations is denied and you wish to appeal, please do this in writing and send it to the Head of Skills and Training within 10 working days.

All communication regarding reasonable adjustments and special considerations will be handled with confidentiality and respect, and all records will be securely stored.

## **REASONABLE ADJUSTMENTS REQUESTS**

Requests for making a reasonable adjustment should be made using the Reasonable Adjustment Request Form ([see appendix 1](#)) which is available from your tutor or the learner portal on the PDT website.

The Reasonable Adjustment Form, with any supporting evidence should be completed and returned to the PDTT office as soon as possible. This is to allow sufficient time for the reasonable adjustment application to be reviewed, and, if approved, put in place. The minimum amount of notice required is 15 working days prior to the assessment requiring the adjustment. PDTT will record the request, and the reasonable adjustment made, as appropriate.

Some examples of reasonable adjustment include:

- Allowing extra time to complete work, such as deadline extensions
- Use of assistive software, such as text to speech or vice-versa
- Study materials in large format or Braille
- Practical assistants / transcribers / prompters
- Study materials on coloured paper
- Study materials in audio format

- Language-modified assessment materials
- British Sign Language (BSL)
- Use of ICT response using electronic devices
- Providing accessibility aids like ramps
- Low vision aids and/or magnifiers
- Providing written instructions in large print
- Allowing extra toilet breaks

**Adjustments to assessments should:**

- Not invalidate the assessment requirements of the qualification
- Not give learners an unfair advantage
- Reflect the learner's normal way of working
- Be based on the individual need of the learner

**SPECIAL CONSIDERATION REQUESTS**

Special consideration can be applied after an assessment if there was a reason the learner may have been disadvantaged during the assessment. Some examples of situations in which a learner might be eligible for special consideration include (this is not exhaustive):

- Serious or incapacitating illness of the learner
- Accident and injury to the learner
- Serious illness of a parent
- Bereavement of an immediate family member
- Recent domestic crises
- Trauma caused by a recent event or experience

Learners cannot enter a request for special consideration for assessment solely on the grounds of disability or learning difficulty. Special consideration should not give the learner an unfair advantage. The learner's results must reflect achievement in the assessment and not potential ability.

- Special consideration may result in a small post-assessment adjustment to the mark of the learner
- The size of the adjustment will depend on the circumstances during the assessment and will reflect the difficulty faced by the learner
- It will always be a minor adjustment – doing more may jeopardise the standard of the assessment

In some circumstances it may be more appropriate to offer the learner an opportunity to re-take the assessment at a later date or to extend the registration period so that the learner has more time to complete the assessment activity.

**Requesting a special consideration:**

- The learner must inform the tutor/invigator at the time
- The tutor/invigator must then complete the Special Consideration Request Form ([see appendix 2](#)). This is available on the shared area of the PDTT system. This should be



completed as soon as possible (no later than 7 working days after the assessment) and sent to PDTT

- Applications must be accompanied by supporting evidence, for example in the case of an illness, a doctor's letter, psychological assessments, social worker reports
- PDTT management team will review this and provide written feedback within 7 working days of the receipt of the request
- The request and decision made will be recorded

#### **POLICY REVIEW**

The policy will be subject to annual review by the Quality Coordinator and Head of Skills and Training.

## **APPENDIX 1**

### **Reasonable Adjustment Request Form**



## INTRODUCTION

*Please ensure that you have read PDT Training Special Considerations & Reasonable Adjustments Policy prior to completing this form. If you have any queries, please contact your tutor.  
Please complete all boxes providing as much information as possible for this request to be given a fair review.*

## PERSONAL INFORMATION

First name(s):	
Surname:	
Address:	
Telephone:	
Email:	

## ADJUSTMENT INFORMATION

PDTT Qualification Title:	
Date of first PDTT Qualification Assessment:	
Details/Grounds for Adjustment Request. Please include any details of what you may need:	

## SUPPORTING EVIDENCE AND DOCUMENTATION



PD TT requires all documented evidence to be supplied with a request for a Reasonable Adjustment. Evidence must be in an official capacity from a relevant professional that confirms the nature of the problem that requires reasonable adjustment.

Please ensure that any documentation is signed and dated, and that the originator can be identified. Please also provide contact details in case PD TT are required to contact the originator for clarification if there is any doubt regarding the level or suitability of adjustment to be made.

Please list the documents provided.

## DECLARATION

PD TT will process this data in accordance with the principles of the Data Protection Act (1998) and General Data Protection Regulations (2018).

**I confirm that by completing and submitting this form I give consent to the processing and retention of this data, and have read and understand the PD TT Reasonable Adjustment and Special Consideration Policy. I have supplied accurate information which to the best of my knowledge and understanding is correct.**

**I accept that PD TT will process and store the information provided in an electronic format and I agree that it may be used for any purpose deemed relevant to this request and will be retained for as long as the information is required.**



Name:	
Signed:	
Date:	



## APPENDIX 2

# Special Consideration Request Form

### INTRODUCTION

*Please ensure that you have read PDT Training Special Considerations & Reasonable Adjustments Policy prior to completing this form.*

*Please complete all boxes providing as much information as possible for this request to be given a fair review.*

### PERSONAL INFORMATION

First name(s):	
Surname:	
Address:	
Telephone:	
Email:	

### ADJUSTMENT INFORMATION

PDTT Qualification Title:	
Date of first PDTT Qualification Assessment:	
Details/grounds for Special Consideration:	



## SUPPORTING EVIDENCE AND DOCUMENTATION

PD TT requires all documented evidence to be supplied with a request for a special consideration. Evidence may be in an official capacity from a relevant professional that confirms the details of the issue that requires special consideration.

Please ensure that any documentation is signed and dated, and that the originator can be identified. Please also provide contact details in case PD TT are required to contact the originator for clarification if there is any doubt regarding the suitability or amount of special consideration to be made.

Please list the documents provided.

## DECLARATION

PD TT will process this data in accordance with the principles of the Data Protection Act (1998) and General Data Protection Regulations (2018).

**I confirm that by completing and submitting this form I give consent to the processing and retention of this data, and have read and understand the PD TT Reasonable Adjustment and Special Consideration Policy. I have supplied accurate information which to the best of my knowledge and understanding is correct.**

**I accept that PD TT will process and store the information provided in an electronic format and I agree that it may be used for any purpose deemed relevant to this request and will be retained for as long as the information is required.**

Name:	
Signed:	
Date:	