



## BTEC policy Special Consideration/Reasonable Adjustment

**Aims:** that any adjustment made will not compromise assessment validity or reliability affect the outcome of the assessment

that any reasonable adjustment will be made in line with Edexcel policy

that the learner's knowledge, skills and understanding will be appropriately assessed and the learner will be able to demonstrate the assessment criteria required by the specification following application of the reasonable adjustment.

Hatton Academy aims to facilitate open access to BTEC qualifications for learners who are eligible for reasonable adjustment and/or special consideration in assessments, without compromising the assessment of the skills, knowledge, understanding or competence being measured. This will be achieved through:

- **Reasonable Adjustment** – this is agreed action at the pre-assessment planning stage that helps reduce the effect of a disability or difficulty, which places the learner at a substantial disadvantage in the assessment situation. Reasonable adjustments will not, however, affect the reliability or validity of assessment outcomes nor will they give the learner an assessment advantage over other learners undertaking the same or similar assessments.
- **Special Consideration** – this is a post-assessment allowance to reflect temporary illness, injury, bereavement or indisposition that occurred at the time of assessment. Any special consideration granted cannot remove the difficulty the learner faced at the time of assessment and can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised.

Responsibilities are as follows:

Exams Officer:

- liaises with the SENCO to administer access arrangements and makes applications for reasonable adjustment and *special considerations as necessary for learners who are eligible*

SENCO:



- Administration of reasonable adjustments and access arrangements for BTEC qualifications, including examinations
- Identification and testing (arrangement of appropriate testing) of candidates' requirements for reasonable adjustments and access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

### Teachers:

- Notification of reasonable adjustments required as possible following registration of students through class profiles
- Informing the Lead Internal Verifier of any circumstances that may grant a student special consideration

### Lead Internal Verifier/s

- Authorise extensions to assignment deadlines through special consideration
- Monitor application of reasonable adjustment and special consideration policy in their subject area, taking action where necessary

### Quality Nominee

- To act as a conduit for information from Pearson re reasonable adjustment and special consideration
- To monitor the reasonable adjustment and special consideration policy and disseminate as necessary

This policy will be reviewed every 12 months

Quality Nominee	<a href="mailto:coej@hattonacademy.org.uk">coej@hattonacademy.org.uk</a>	09/2018
LIV Applied Science	<a href="mailto:martina@hattonacademy.org.uk">martina@hattonacademy.org.uk</a>	09/2018
LIV Business	<a href="mailto:coej@hattonacademy.org.uk">coej@hattonacademy.org.uk</a>	09/2018
LIV Health & Social Care	<a href="mailto:mcloughlind@hattonacademy.org.uk">mcloughlind@hattonacademy.org.uk</a>	09/2018
LIV Information Technology	<a href="mailto:coej@hattonacademy.org.uk">coej@hattonacademy.org.uk</a>	09/2018



# Sir Christopher Hatton

AN ACADEMY WITH SPECIALIST MATHEMATICS & COMPUTING STATUS

Excellence

Aspiration

Achievement

Inspiration

Community

LIV Music	<a href="mailto:jeffsc@hattonacademy.org.uk">jeffsc@hattonacademy.org.uk</a>	09/2018
LIV Sport	<a href="mailto:hughesj@hattonacademy.org.uk">hughesj@hattonacademy.org.uk</a>	09/2018
LIV Art and design	<a href="mailto:duna@hattonacademy.org.uk">duna@hattonacademy.org.uk</a>	09/2018