

Ballyclare Secondary School



“Every child deserves a rewarding educational experience.”

BTEC Special Consideration and Reasonable Adjustment Policy

Contents

Date of last review	October 2023
To be reviewed	September 2024

<i>Item</i>	<i>Page</i>
<i>Purpose</i>	3
<i>Aims</i>	3
<i>Special consideration actions</i>	3-5

Purpose of the policy:

1. To define reasonable adjustments and special consideration
2. To ensure that quality assurance is maintained when implementing reasonable adjustments.

Aims:

1. To make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking assessment.
2. To ensure any Special Consideration adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/ assessment is submitted appropriately and timely.
3. To ensure that learners are not unfairly disadvantaged/ advantaged during the assessment process.

To do this, Ballyclare Secondary School will:Reasonable adjustments

- Ensure any reasonable adjustments during an assessment reflects the normal learning or working practice of a learner in the centre or working in an occupational area. The reasonable adjustments should be agreed prior to assessment with the student, the arrangements should reflect the student's 'normal' way of working within school.
- Only use mechanical, electronic and other aids to demonstrate competence that are generally commercially available or available from a specialist supplier.
- Ensure any adaptations do not impact on any assessment standards or competence standards being assessed.
- Only use adaptations that are recognised in current JCQ guidance and contact Pearson for further guidance, if appropriate.
- Consider any reasonable adjustment on a case -by-case basis.
- Provide evidence of need if requested by Pearson.
- Inform the learner where a reasonable adjustment application has been submitted to Pearson.
- Record all reasonable adjustments made in relation to internal assessments on Form VQ/IA and make available to Pearson on request. The completed form must be kept in the learners file for inspection purposes, if requested.
- Apply for reasonable adjustments to external assessments in line with deadlines published by Pearson.

Special Considerations

- Apply for any special consideration at the time of the assessment and in line with deadlines published by Pearson. The Exam Officer will apply for special consideration using the online tool at Edexcel online. All applications for special consideration must be made within seven days of the last examination of the series.
- Only apply for special consideration if the situation meets current JCQ guidance. Candidates eligible for special consideration include the following:
 - Temporary illness or accident/injury at the time of the assessment
 - Bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible)
 - Domestic crisis arising at the time of the assessment.
 - Serious disturbance during an examination, particularly where recorded material is being used.
 - Accidental events at the time of the assessment such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment, failure of materials to arrive on time.
 - Participation in sporting events, training camps or other events at an international level at the time of the assessment, e.g., representing their club or country at an international level in chess or football.
 - Failure by the centre to implement previously approved access arrangements for that specific examination series.
- Only apply for special consideration if the centre is satisfied that there has been a material detrimental effect on the learner performance in external or internal assessment. This may be due to a temporary illness or condition that disadvantaged the learner at the time of the examination.
- Make any applications on a case-by-case basis.
- Inform the learner where a special consideration application has been submitted to Pearson. Where the consideration has been applied for online, the status of the online application can be checked.
- Submit special consideration requests to Pearson in line with the published requirements along with evidence requested to support the request. Evidence may include a medical diagnosis or a letter from a parent.
- Make all applications for special considerations on the appropriate form as required by Pearson (the form is linked below).
- Ensure all applications are authorised by the Head of Centre.

Responsibilities:

Exams Officer:

- Will liaise with the SENCO to administer access arrangements and makes applications for reasonable adjustment and special considerations as necessary through Edexcel 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.

Assessor:

- 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

- Authorise extensions to assignment deadlines through special consideration.
- Monitor application of reasonable adjustment and special consideration policy in their subject area and take 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.

Links

Links to key Pearson Centre Documents that may be helpful for staff when reading or using these policies & procedures.

<https://www.icq.org.uk/exams-office/access-arrangements-and-special-consideration/>

<https://qualifications.pearson.com/en/support/support-topics/exams/special-requirements/reasonable-adjustment.html>

<https://qualifications.pearson.com/en/support/support-topics/exams/special-requirements/special-consideration.html>

<https://qualifications.pearson.com/content/dam/pdf/Support/Special-consideration/guide-to-spec-con-process-october22-final.pdf>

<https://qualifications.pearson.com/content/dam/pdf/Support/Special-consideration/btec-form-10-application-for-special-consideration.pdf>