



## ACCESS TO ASSESSMENT

### 1 Access to assessment for learners with physical, sensory impairments or learning difficulties.

- 1.1 ABC Awards (ABC) takes a positive approach to the provision of a range of flexible and responsive assessment strategies. The aim is to provide the same access to assessment as for all other learners by seeking to remove barriers which place learners with physical/sensory impairments and/or learning difficulties at a disadvantage, without thereby giving them an unfair advantage over other learners and diminishing the validity of the assessment process. The nature of the arrangements depends largely upon the qualification being followed and the assessment strategy employed.
- 1.2 The general principles which are applied to decisions about reasonable adjustments are as follows:
  - 1.2.1 the nature of the reasonable adjustment will be determined according to the assessment needs of the individual learner;
  - 1.2.2 no unfair advantage should accrue to the learner;
  - 1.2.3 arrangements must be such that they do not mislead users of the certificate about the learner's achievement and competence to work in a sector;
  - 1.2.4 arrangements should not reduce the validity and reliability of the assessment and must not compromise the integrity of the assessment;
  - 1.2.5 account will be taken of the learner's usual method of working.

### 2 Reasonable Adjustments and assessment arrangements

- 2.1 Please refer to ABC's Guide to Centres 'The Application of Reasonable Adjustments and Special Consideration in Vocational Qualifications', section 3 on the range of assessment and reasonable adjustments available. This list, however, is not exhaustive. The Manager at your nearest ABC office will be happy to discuss any additional requirements for client groups experiencing other barriers to assessment opportunities.
- 2.2 Requests for Reasonable Adjustments for external assessments
  - 2.2.1 A written request must be sent to the ABC office responsible for the particular qualification at least **twelve weeks**<sup>1</sup> before the date of an examination / assessment or practical test. A report from the centre and supporting evidence must accompany the request. A standard form (Form E2) is available for this purpose either from the ABC web site or from any ABC office. ABC will assess each request on its own merits.

- 2.2.2 Requests must have attached either medical, other appropriate evidence or a signed statement from the head of centre as verification of need. The reasonable adjustments which are requested as a consequence should be clearly indicated.

### **3 Special Consideration**

Please refer to ABC's Guide to Centres 'The Application of Reasonable Adjustments and Special Consideration in Vocational Qualifications', Section 7 on the requirements for special consideration.

#### **3.1 Request for Special Consideration for external assessments**

- 3.1.1 A written request must be sent to the ABC office responsible for the particular qualification no later than **seven working days** after the external assessment. A standard form (Form E2A) is available for this purpose either from the ABC web site or from any ABC office. ABC will assess each request on its own merits.
- 3.1.2 Requests must have attached either medical, other appropriate evidence or a signed statement from the head of centre as verification of need.
- 3.1.3 Any adjustment made will be minor to safeguard the integrity of the award and will not be considered if alternative assessment arrangements can be made. Learners who choose to take an alternative sitting must be informed that this will be considered a re-sit although in this instance the published re-sit fee will not be charged.
- 3.1.4 Learners who absent themselves from the examination will be allowed to sit on an alternative date subject to ABC Awards receiving, within the timescales specified, acceptable evidence that the learner was unfit to sit the examination at the scheduled time.
- 3.1.5 Learners who are simply absent, without explanation, from an examination for which they have been entered, may re-enter, but such entry will be considered a re-sit and the published fee charged.

### **4 Aegrotat Awards**

- 4.1 Aegrotat Awards may be awarded in exceptional circumstances.
- 4.2 Learners wishing to apply for an Aegrotat Award must do so in writing through their centre giving a full explanation and reason for the request. The timing of such requests will be dependent upon the qualification but must be made before any formal claim for certification (MS1) is made to ABC. Aegrotat Awards can only be made if the learner has generated sufficient alternative evidence of achievement upon which to base an alternative assessment decision.
- 4.3 Each application will be reviewed by ABC on a case by case basis. In cases when an aegrotat is awarded the maximum grade achievable is a pass.

<sup>1</sup>Shorter notice may be possible for certain adjustments and ABC may, in some circumstances, allow the centre to make appropriate modifications.