

## Centre Guidance when applying for Special Arrangements

### 1 General

- 1.1 Please also refer to the Skills and Education Group Awards/ FAB Guide to Centres 'The Application of Reasonable Adjustments and Special Consideration in Vocational Qualifications'. This document sets out to explain the range and requirements of centres requesting reasonable adjustments and special consideration.
- 1.2 We as the Awarding Organisation will be happy to discuss any additional requirements for client groups experiencing other barriers to assessment opportunities that may not be addressed in this document.
- 1.3 Centres must refer to the Permissions Table (3005 E2B) which indicates which reasonable adjustments require permission from us.

### 2 Reasonable Adjustments and Assessment Arrangements

- 2.1 Requests for Reasonable Adjustments for external assessments.
  - 2.1.1 Please send form E2 Application for Reasonable Adjustments, available on our website to [complianceandregulation@skillsedugroup.co.uk](mailto:complianceandregulation@skillsedugroup.co.uk) at least **28 working days**<sup>1</sup> before the date of an external paper based examination except in the case of Certificate of Professional Competence (CPC) examinations where this is reduced to 14 working days. In the case of onscreen tests or examinations please send form E2 at least 5 working days<sup>2</sup> before the date of exam/test. This form needs to come from, or be authorised by, the person responsible and qualified at the centre for assessing learners' needs.
  - 2.1.2 Please ensure that you include – alongside all completed forms - medical / appropriate evidence or a signed statement from an authorised member of centre staff as verification of need. The reasonable adjustments which are requested as a consequence of a learner's need must be clearly indicated.

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<sup>1</sup> Shorter notice may be possible for some adjustments. Others where specific modifications to papers are required should contact Skills and Education Group Awards for advice.

<sup>2</sup> Shorter notice may be possible for some onscreen adjustments please contact Skills and Education Group Awards for further advice.

2.1.3 On receipt of form E2, we will review the evidence supplied and if approved will confirm this in writing to you. You will receive detailed requirements of the adjustment you have requested and form EX4a. This form, when completed, confirms whether the requested adjustment was applied or not during the external assessment and must be returned to Skills and Education Group Awards with the completed candidate scripts and EX4 Attendance Register. Onscreen invigilation documents must be emailed to [customersupport@skillsedugroup.co.uk](mailto:customersupport@skillsedugroup.co.uk) along with the EX4a. If this form is not returned, we will assume the adjustment was no longer required and was **not** applied. We may require the centre to explain why the adjustment was not applied.

## 2.2 Reasonable Adjustments applied during internal assessment

2.2.1 Evidence of all reasonable adjustments applied during internal assessment must be made available to the external moderator during external moderation and Audits. This can be supplied on centre documentation or centres can use the form supplied by Skills and Education Group Awards (E2C) 'Reasonable Adjustments approved by Centre' available on our website.

## 3 Special Consideration

Please refer to Skills and Education Group Awards/FAB 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 timed external assessments

3.1.1 Form E2A 'Application for Special Consideration', available from our website must be sent to [complianceandregulation@skillsedugroup.co.uk](mailto:complianceandregulation@skillsedugroup.co.uk) within **10 working days** of the external assessment taking place. We will assess each request on its own merits.

3.1.2 Requests must attach medical, other appropriate evidence or a signed statement from an authorised member of centre staff (usually the Examinations Officer) fully outlining the circumstances why consideration should be given.

3.1.3 Any adjustment made will be small (no more than 5% of the total marks available and in line with **JCQ<sub>ctc</sub>** criteria – see Appendix 1) and may not be considered if alternative assessment arrangements can be made.

- 3.1.4 If an adjustment is agreed it will be confirmed in writing what adjustment has been made.
- 3.1.5 Learners who absent themselves from an examination may be allowed to sit on an alternative date subject to Skills and Education Group Awards receiving, within the timescales specified, acceptable evidence that the learner was unfit to sit the examination at the scheduled time.
- 3.1.6 Learners who are simply absent from an examination for which they have been entered without explanation, may re-enter, but such entry will be considered a re-sit and the published fee charged.
- 3.2 Requests for Special Consideration for other assessments
  - 3.2.1 There may be other instances where centres feel it is appropriate to request a special consideration. In all cases, Centres are required to put that request in writing to [complianceandregulation@skillsedugroup.co.uk](mailto:complianceandregulation@skillsedugroup.co.uk) . The request will be judged on a case-by-case basis.

## **4 Appeals**

- 4.1 In the event Centres wish to appeal against any Skills and Education Group Awards decisions made in relation to the above, they have recourse to the Enquiries and Appeals policy and procedure published on our website.

## **Appendix 1<sup>3</sup>**

The following will only be applied if it is unreasonable to take the external assessment at another time.

### **5% This is the maximum allowance and will be reserved for the most exceptional cases, such as:**

- terminal illness of the learner/ apprentice;
- terminal illness of a parent/carer;
- death of a member of the immediate family **within two months** prior to the examination;
- very serious and disruptive crisis/incident **at or immediately prior to the time of the examination.**

### **4% Very serious problems such as:**

- life-threatening illness of learner/ apprentice or a member of immediate family;
- major surgery **at or prior to the time of the examination;**
- severe disease;
- very recent death of member of extended family;
- severe or permanent bodily injury occurring **at the time of the examination;**
- serious crisis/incident **at the time of the examination.**

N.B. 'Very recent' is defined as within one month prior to the examination(s) taking place.

### **3% A more common category, (more cases will fall into this category) including**

- **recent** traumatic experience such as death of a close friend or distant relative
- **recent** illness of a more serious nature;
- flare-up of a severe congenital/medical condition or a psychological condition;
- broken limbs;
- organ disease;
- physical assault trauma before an examination;

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<sup>3</sup> **JCQCIC** Access Arrangements, Reasonable Adjustments and Special Consideration 01 Sept to 2017 -31 Aug 2018

- recent domestic crisis;
- witnessing a distressing event **on the day** of the examination.

N.B. 'Recent' is defined as four months prior to the examination(s) taking place.

**2% The most common category of allowance - the majority of cases will fall within this category:**

- illness **at the time of the assessment**;
- broken limb on the mend;
- concussion;
- effects of pregnancy (**not pregnancy per se**);
- extreme distress **on the day of an examination; (not simply exam related stress)**
- allowance on **last paper** taken in a day when a candidate has been entered for **three or more examinations timetabled for the same day and** the total duration of those papers is **more than 5 hours 30 minutes (GCSE examinations) or more than 6 hours (GCE examinations)**.

(Where extra time has been used following formal approval, this should be included in the calculation.)

(Supervised rest breaks **must not** be included in the total duration of the papers when applying for special consideration.)

**1% Reserved for more minor problems:**

- noise during examination which is more than momentary;
- illness of another candidate which leads to disruption in the examination room;
- stress or anxiety for which medication has been prescribed;
- hay fever on the day of an examination; minor upset arising from administrative problems,

Where the request for special consideration fails to meet the criteria it will be rejected.