



Access to Assessment Policy

Contents	Page
1. Introduction	03
2. Reasonable Adjustments	03–04
2.1 Guidance	03–04
2.2 Requests for Reasonable Adjustments	04
3. Special Considerations	04
4. Recording Reasonable Adjustments & Special Considerations	05
5. Internal Verification	05
6. Feedback and Monitoring	05
7. Monitoring, Evaluating and Reporting	05
8. Policy Review	05

1. Introduction

Singleton Training Services Ltd are dedicated to offering access to assessment for all learners, free from discrimination of any kind, as detailed in our *Equality and Diversity Policy*. In some circumstances we may make reasonable adjustments for learners with particular requirements or make special considerations in light of unforeseen circumstances.

Reasonable adjustments can be requested prior to assessment for learners with particular requirements.

Special consideration is given when unforeseen circumstances prevent the learner from attending or completing their assessment, such as temporary illness, bereavement or disruption to assessment.

In most cases, a request for reasonable adjustments can be handled by the trainer of the course, however, in some cases, a request for reasonable

Adjustments may need to be made to Nigel Singleton (company owner) prior to a learner undertaking a training course or assessment. Please see Section 2 for more details.

2. Reasonable Adjustments

Where reasonable adjustments are made, these must:

- Not affect the integrity of the assessment;
- Reflect the current needs of the individual learner;
- Not give the learner an unfair advantage over other learners;
- Ensure that assessment continues to be valid, reliable and comparable against stated assessment criteria.

3. Guidance for trainers

Trainers do not have to contact the office regarding every request for reasonable adjustments.

The following reasonable adjustments are acceptable and can be permitted by the trainer:

Learners with a Visual Impairment

- Large print or Braille course material and assessment papers;
- Coloured paper or overlays;
- Verbal assessment;
- Extra time allocated for training and assessment.

Learners with a hearing Impairment

- Use of hearing aids/hearing induction loops;
- Interpreter/signer ;
- Extra time allocated for training and assessment.

Learners with Reading, Writing or Learning Difficulties

- Support assistant;
- Reader and/or scribe;
- Extra time allocated for training and assessment.

The trainer will need to complete a *Reasonable Adjustment Request Form* and submit this with their envelope after the course.

4. Special considerations

Special consideration is given to events or circumstances, beyond the learner's control, that lead to a learner being unable to complete their course or attend/complete their assessment. Examples of events that attract special consideration would be:

- Temporary illness;
- Injury;
- Bereavement;
- Fire or similar emergency during the assessment;
- Building work/loud noise at the assessment Centre;
- Failure of equipment during the assessment;
- Failure of the trainer to implement requested reasonable adjustments, or the reasonable adjustments put in place prove to be unworkable.

In most circumstances relating to noise disturbance or evacuation of a building, alternative rooms or premises may be arranged and the assessment can continue with extra time allowed for the disruption.

If it is not possible for learner(s) to complete their course or attend/complete their assessment, new dates will be agreed with the learner(s) to do this. The special consideration arrangements should allow the learner(s) to demonstrate the achievement they are capable of for the unit(s) in question.

Regardless of the circumstances surrounding the arrangements for new training and/or assessment dates, the learner must meet the minimum requirements for the unit, qualification or award.

5. Recording Reasonable Adjustments & Special Considerations

In all cases where a reasonable adjustment or special consideration has been made, trainers must complete a *Record of Reasonable Adjustments/Special Considerations Form* (which is available on request or to download from the Intranet). This records the reason for the reasonable adjustment or special consideration, the details of the learner(s) and qualification affected and the action taken by the trainer. A copy of the form should be submitted to with the course documentation.

6. Internal Verification

All Singleton Training Services Ltd Internal Verifiers must monitor requests for reasonable adjustments and special considerations as part of their verification sampling. In particular, they will be required to check that the assessment met the required standards and that the learner(s) were not advantaged or disadvantaged by the adjustment or event.

7. Feedback and Monitoring

All learners will be shown a copy of the *Training Charter* and given an *Evaluation Form* covering training and assessment. This will provide a route for learners to feedback directly to Singleton Training Services Ltd should they so choose. Accurate records of all reasonable adjustments and special considerations will be held by Singleton Training Services Ltd and made available to the regulatory authorities on request.

8. Monitoring, Evaluating and Reporting

Records will be kept of all requests for reasonable adjustments and special considerations received and/or dealt with by Singleton Training Services Ltd. Information regarding the number and nature of requests together with their outcomes will be maintained and made available to the regulatory authorities on request.

9. Policy Review

This policy will be reviewed every 3 years and updated accordingly.