

End-point Assessment Reasonable Adjustments and Special Considerations Policy

Introduction:

The purpose of this policy is to provide all apprentices with the necessary support to demonstrate their competencies during end-point assessment while ensuring the validity and reliability of the assessment. This policy covers the process for accessing both reasonable adjustments and special considerations, which are available to all apprentices who experience temporary illness, injury or other circumstances that may impact their ability to take the assessment and is not limited to those with disabilities.

Reasonable Adjustments:

To ensure that apprentices with disabilities are not substantially disadvantaged during their training, assessment or work, apprentices may apply for reasonable adjustments. Adjustments could include changes such as (list not exhaustive):

- Providing additional time to complete the assessment
- Allowing the apprentice to take rest breaks during the assessment
- Rescheduling the assessment to a later date
- Adjusting the assessment location or environment to accommodate the apprentice's needs
- Providing an alternative format for the assessment
- Offering support personnel or resources during the assessment, such as a scribe, interpreter, or reader.

It's important to note that reasonable adjustments should not provide an unfair advantage over other apprentices taking the same assessment and must be approved by the assessment organisation according to their policy.

This policy is in line with the Equality Act 2010, which aims to ensure that no person is discriminated against because of their disability. We are committed to complying with the Act and will ensure that all reasonable adjustments and special considerations are made available to apprentices with disabilities to ensure that they have equal opportunities to demonstrate their competencies. We will also ensure that any decisions made regarding adjustments or considerations are fair, transparent, and in accordance with the Act.

Putting Reasonable Adjustments in Place:

Our policy is based on the IfATE Reasonable Adjustment Matrix (Appendix 1). We will assess requests for reasonable adjustments and provide the most appropriate adjustments without changing the requirements of the assessment. Employers and training providers should work with the compliance manager to determine the appropriate reasonable adjustments for their apprentices.

Applying for Reasonable Adjustments:

Apprentices who require a reasonable adjustment must make an application before they are accepted for end-point assessment. Reasonable adjustments can also be requested by an employer, with agreement from the apprentice. A statement of the disability and evidence of the disability, alongside the adjustment being requested must be provided. Reasonable adjustments can also be requested by a training provider through ACE360 on behalf of the employer and apprentice. We aim to make a decision on a reasonable adjustment request within 21 working days of acknowledging the request.

Reasonable Adjustments Application Process:

If you are an apprentice, please ensure you contact your employer/training provider as soon as possible regarding any potential reasonable adjustments. Your employer/training provider will make the application on your behalf as required. The application form can be accessed through ACE360:

<https://ace360.org/knowledge-base/how-to-request-reasonable-adjustments/>

Within ACE360, the employer/training provider completes a reasonable adjustments application form and any supporting documents on behalf of the apprentice. We will acknowledge receipt of a reasonable adjustment request within 5 working days via email. Within 21 working days, we will respond with our decision. If the review process takes longer than expected, we will inform the applicant of the likely revised timeframe. Upon acknowledgment of the reasonable adjustment decision, the employer/training provider will need to inform us in writing whether they accept the reasonable adjustment or wish to appeal it.

Reasonable Adjustments Supporting Evidence:

Depending on the reasonable adjustment requested, supporting evidence is required. The following are examples of documents that can support an application: Special Education Statement, Education and Health Care Plan, Education Psychologist's Report, Disability Statement, Diagnostic/Assessment Report, Psychiatrist or Hospital Consultant Letter, and Letter from a Speech Therapist.

Special Considerations:

Special considerations are accommodations made for apprentices who experience temporary illness, injury, or other unexpected events that may materially affect their ability to take an assessment or demonstrate their competence. Examples of special considerations may include but not limited to:

- Adjusting marks to reflect confirmed illness.
- Adjusting marks accounting for errors in assessment materials.

Special consideration requests must be made as soon as possible but no later than 5 working days after the assessment date. The request must include a statement of the circumstances and supporting evidence.

Missed assessments, incomplete assessments or late starting of an assessment would not be eligible for any special consideration unless there are legitimate

grounds and evidence to support the apprentice's absence, lateness or other circumstance.

Why We May Decline Requests:

While we strive to provide reasonable adjustments and special considerations to all apprentices, we reserve the right to decline any request that we deem not to meet the criteria outlined in this policy, or where an adjustment or consideration would undermine the integrity of the assessment. We may also decline requests where we cannot provide the requested adjustment or consideration without incurring disproportionate cost or effort, or where the adjustment would provide the apprentice with an unfair advantage over others taking the assessment. In such cases, we will explain our reasoning and work with the apprentice, employer, and training provider to identify alternative options.

Appeals:

If an apprentice or employer disagrees with our decision on a reasonable adjustment or special consideration request, they may appeal. Please see RCG complaints and appeals policy. The decision made as a result of the appeal will be final.

Overview:

Our policy ensures that all apprentices have equal opportunities to demonstrate their competencies, whether they have a disability or experience temporary illness or injury. Railway Competence Group will keep a record of any reasonable adjustment applications, decisions made regarding these applications, reasons for making any changes, and any evidence in support of those decisions, we will record these adjustments on the apprentice's registration record. We encourage apprentices, employers, and training providers to work with us to identify and implement appropriate reasonable adjustments and special considerations to support the success of all apprentices in their end-point assessments.

Review:

Last updated 19/12/2024. The policy will be reviewed annually.

Appendix 1

Reasonable adjustment matrix

1. No known disability
2. Cognitive processing need such as dyslexia, dyspraxia; a need in executive function, visual processing speed, visual perception, literacy, numeracy, verbal reasoning, verbal memory, nonverbal memory
3. Social/ communication need such autistic spectrum condition
4. Long standing illness such as cancer, epilepsy, Crohn's, IBS, Chronic Fatigue
5. A mental health condition
6. A physical need such as crutches or wheelchair user, arthritis, paraplegia, quadriplegia, cerebral palsy
7. Hearing need
8. Visual need

Assessment method Reasonable adjustment	Observation	Practical Skills Test	Test	Project	Presentation	Professional Discussion
Extra time allowance	2,3,4,5,6,7,8	2,3,4,5,6,7,8	2,3,4,5,6,7,8	2,3,4,5	2,3,4,5,7	2,3,5,6,7
Scribe			2,6,8			
Reader			2,8			
Personal support worker in attendance	2,5,6,8	2,5,6,8	2,5,8	2,5,8	2,5,6,8	2,5,8
Timed rest breaks	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8
Bathroom breaks	4,6	4,6	4,6	4,6	4,6	4,6
Voice explanation	2,8	2,8				
BSL interpreter + extra time	7	7	7	7	7	7

Assessment method	Observation	Practical Skills Test	Test	Project	Presentation	Professional Discussion
Reasonable adjustment						
Assistive technology – voice recognition			2,4,6			
Assistive technology – screenreader			8			
Assistive technology – text to speech			2,4			
Flexibility with location				3,4,5,6	3,4,5,6	3,4,5,6
Flexibility of time of assessment	4	4	4	4	4	4
Flexibility within the method of assessment		6	3,4,5,6	3,4,5,6	3,4,5,6	3,4,5,6
Pre-recorded evidence / delivered by video link				2,3,4,5	2,3,4,5	
Permission to write notes						2,4,5
Permission to bring notes				2,4,5		2,4,5
Info presented in required format – size, font style, colour			2,8			

Assessment method	Observation	Practical Skills Test	Test	Project	Presentation	Professional Discussion
Reasonable adjustment						
Individual testing			3,4,5			
Paper-based option			2,4			
Supervised assessment taken at home			3,4,5,6			
Written questions to back up verbal					2,4,5,6	2,4,5,6
Rewording of questions / clarification if needed					2,3,7	2,3,7
Time allowance for processing verbal questions					2,4,5,7	2,4,5,7
Information presented in small chunks					2,4,7	2,4,7