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# **The Young Foundation**

## **Reasonable Adjustments and Special Considerations Policy**

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The Young Foundation is a registered charity in England and Wales.  
Our charity number is 274345. We are also a company limited by  
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## Introduction

This policy is for students, tutors, mentors, and approved organisations who are working towards or delivering the qualifications offered by The Young Foundation.

Its purpose is to ensure all reasonable adjustment and special consideration requests are dealt with in a consistent manner.

## Definitions

We use the [NCFE definitions](#) of reasonable adjustments and special considerations. These are:

### Definition of reasonable adjustments

*“A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. Reasonable adjustments must not affect the integrity of what is being assessed”.*

Reasonable adjustments might include:

- changing usual assessment arrangements, for example allowing a student extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille
- providing assistance during assessment, such as a sign language interpreter, reader or scribe
- allowing the use of screen-reader technology for online assessments

### Definition of special considerations

*“Special considerations can be applied after an assessment if there is a reason the learner may have been disadvantaged during the assessment. Reasons for special consideration could be temporary illness, injury or adverse circumstances at the time of the assessment”.*

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## **Requesting reasonable adjustments or special considerations**

### **Reasonable adjustments**

Reasonable adjustments should be approved before the assessment activity takes place.

We ask that a request for reasonable adjustments is submitted prior to the course starting. There is space to submit this information on the student registration form. All reasonable adjustments must be approved by The Young Foundation before being implemented.

If a need for reasonable adjustments arises after the start of the course, the request should be submitted by email.

The use of a reasonable adjustment will not be taken into consideration during the assessment of a student's work. Other factors, such as the need to maintain competence standards and health and safety, will be taken into consideration.

### **Special considerations**

Students cannot enter a plea for special considerations for assessment solely on the grounds of disability or learning difficulty. Students must declare their needs prior to the assessment period and all necessary reasonable adjustments arrangements must have been implemented before the time of their assessment.

All requests for special consideration should be made by the tutor or approved organisation within five working days of the conclusion of the assessment. The request should:

- Clearly set out the exact nature of the adverse condition(s) that you consider make the student eligible for a special consideration,
- Include copies of any relevant evidence to support the request

All requests for special considerations will be reviewed on an individual basis. If the request for a special consideration is successful, the student's performance will be reviewed based on the evidence that was submitted.

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Special consideration should not give the student an unfair advantage. Special consideration may result in a small post-assessment adjustment to the mark of the student. The size of the adjustment will depend on the circumstances during the assessment and will reflect the difficulty faced by the student. A successful request of a special consideration will not necessarily change a student's result.

Where an assessment requires a competence, criterion or standard to be met fully, it may not be possible to apply special consideration. At our discretion, we may instead offer the student an opportunity to retake the assessment at a later date or to extend the registration period so that the student has more time to complete the assessment activity.

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Reviewer	TG
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