

Centre Guidance when applying for Special Arrangements

1 General

- 1.1 Please also refer to the 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 Permissions Table (Appendix 1) 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 RA2 Centre Application for Reasonable Adjustments, available on our website, to CustomerSupport@BIIAB.co.uk at least **28 working days** before the date of an external paper-based examination. In the case of onscreen tests or examinations please send the application form at least **5 working days** before the date of exam/test. This form needs to come from or be authorised by a 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.
 - 2.1.3 On receipt of form RA2, we will review the evidence supplied and provide a response in writing. We will confirm whether the requested adjustment has been approved or not and provide details of any requirements.
- 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 Quality Assurer during external quality assurance visits and Audits.

3 Special Consideration

Please refer to 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 RA3 'Application for Special Consideration', available from our website must be sent to CustomerSupport@BIIAB.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 – see Appendix 2) 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 BIIAB Qualifications Limited 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 CustomerSupport@BIIAB.co.uk and the request will be judged on a case-by-case basis.

4 Appeals

- 4.1 In the event a Centre wishes to appeal against any BIIAB Qualifications Limited decisions made in relation to the above, they have recourse to the Enquiries and Appeals policy and procedure published on our website.

Appendix 1

Permissions Table

Centres have a duty to seek advice from us as the Awarding Organisation in any case where they do not consider that they have the necessary expertise to judge whether a reasonable adjustment is needed, and/or how it should be applied.

Reasonable adjustment Key A – Reasonable adjustment permitted at the discretion of the centre. C – Apply to us for permission.	Assessments which are NOT taken under examination or controlled* conditions	Assessments which are taken under examination or other controlled* conditions
Extra time	A	C
Supervised rest breaks	A	C
Change in the organisation of assessment room	A	A
Separate accommodation within the centre	A	A
Taking the assessment at an alternative venue	A	C
Use of coloured overlays, low vision aids, tinted spectacles, CCTV and OCR scanners	A	A
Use of assistive software	A	C
Use of bilingual and bilingual translation dictionaries	A	C
Assessment material in enlarged format	A	C**
Assessment material in Braille	A	C

Language modified assessment material	A	C
Assessment material in BSL	A	C
Assessment material on coloured paper	A	C**
Assessment material in audio format	A	C
Use of ICT	A	C
Responses using electronic devices	A	C
Responses in BSL	A	C
Responses in Braille	A	C
Reader	A	C
Scribe	A	C
BSL/English interpreter	A	C
Prompter	A	C
Practical assistant	A	C
Transcriber	A	C

This list is not exhaustive, centres should contact CustomerSupport@BIIAB.co.uk to discuss any other arrangements that may be required.

Please note that any adjustment to assessment must not invalidate the assessment requirements of the qualification or the requirements of the assessment strategy. Some arrangements may still not be possible if it is judged that competence standards may be compromised.

*Controlled conditions are those specified by us as the Awarding Organisation requiring specific tutor / assessor supervision in the classroom.

**Managed by the centre for onscreen tests

Appendix 2

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;
- 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.