

BTEC Special consideration and reasonable adjustments policy



Date: September 2022

Date of last review: September 2024

Aims:

1. To make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.
2. To ensure any Special Consideration adjustment to a candidate's mark or grade to reflect temporary injury, illness, or other indisposition at the time of the examination/assessment is submitted appropriately and timely.
3. To ensure that learners are not unfairly disadvantaged/advantaged during the assessment process.

To do this, St Thomas More High School will:

Reasonable adjustments

- Ensure any reasonable adjustment during an assessment reflects the normal learning or working practice of a learner in the centre or working in an occupational area
- Only use mechanical, electronic, and other aids to demonstrate competence that are generally commercially available or available from a specialist supplier
- Ensure any adjustments do not impact on any assessment standards or competence standards being assessed
- Only use adaptations that are recognised in current JCQ guidance and contact Pearson for further guidance, if appropriate
- Consider any reasonable adjustment on a case-by-case basis • Provide evidence of need, if requested by Pearson
- Inform the learner where a reasonable adjustment application has been submitted to Pearson
- Record all reasonable adjustments made in relation to internal assessments on Form VQ/IA and make available to Pearson on request
- Apply for reasonable adjustments to external assessments in line with deadlines published by Pearson.

Special Considerations

- Apply for any special consideration at the time of the assessment and in line with deadlines published by Pearson
- Only apply for a special consideration if the situation meets current JCQ guidance
- Only apply for special consideration if the centre is satisfied that there has been a material detrimental effect on the learner performance in external or internal assessment
- Make any applications on a case-by-case basis

- Inform the learner where a special consideration application has been submitted to Pearson
- Submit special consideration requests to Pearson in line with the published requirements along with evidence requested to support the request
- Make all applications for special considerations on the appropriate form as required by Pearson
- Ensure all applications are authorised by the head of centre/ Principal/CEO

St Thomas More High School Procedures:

- During course induction, students will be informed about the process of special consideration and reasonable adjustments. This information will also be included in course handbooks
- The Exams Officer and Quality Nominee will Liaise with teaching staff to manage and record all applications for special consideration and reasonable adjustments
- The Exams Officer will ensure that evidence to support applications is secured appropriately and in accordance with Pearson's requirements
- Special Consideration for internally assessed units the SC1 form must be completed and submitted to Pearson at the time of occurrence
- Reasonable Adjustment for internally assessed units needs to be agreed at the pre-assessment planning stage and the RA1 form must be completed and retained in centre

[Forms - JCQ Joint Council for Qualifications](#)

[Special consideration | Pearson qualifications](#)

[Reasonable adjustment | Pearson qualifications](#)

[Access arrangements | Pearson qualifications](#)

[Pearson Qualifications Support - Contact Us](#)

[Supplementary guidance for reasonable adjustments and special consideration in internal assessments \(pearson.com\)](#)

This policy will be reviewed every 6-12 months by the Quality Nominee which is currently Mrs E Hinkins.