



The
COUNTY
HIGH SCHOOL
Leftwich

Achieving Excellence

Document Control Sheet

Document Type	Policy
Document Name	BTEC Special Consideration and Reasonable Adjustment Policy
Originator	Adam Carter
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This document is part of the group which include	BTEC Appeals BTEC Assessment BTEC Assessment & Internal Verification BTEC Blended Learning BTEC Collaborative Arrangements BTEC Malpractice BTEC Registration & Certification Exam Contingency
Equality Act 2010 fully considered	Yes
EIA Form Completed	Yes

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BTEC Special Consideration and Reasonable Adjustment Policy

1. Aim:

- 1.1. To make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.
- 1.2. 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.
- 1.3. To ensure that learners are not unfairly disadvantaged/advantaged during the assessment process.

1.4. To do this, The County High School Leftwich will:

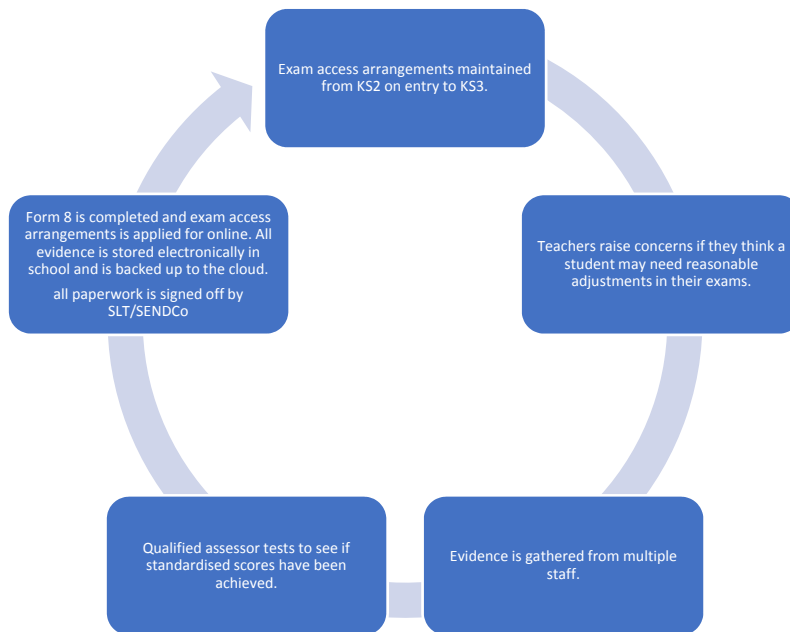
1.4.1. Reasonable Adjustments.

- 1.4.1.1. 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.
- 1.4.1.2. Only use mechanical, electronic, and other aids to demonstrate competence that are generally commercially available or available from a specialist supplier.
- 1.4.1.3. Ensure any adaptations do not impact on any assessment standards or competence standards being assessed.
- 1.4.1.4. Only use adaptations that are recognised in current JCQ guidance and contact Pearson for further guidance, if appropriate.
- 1.4.1.5. Consider any reasonable adjustment on a case-by-case basis.
- 1.4.1.6. Provide evidence of need if requested by Pearson.
- 1.4.1.7. Inform the learner where a reasonable adjustment application has been submitted to Pearson.
- 1.4.1.8. Record all reasonable adjustments made in relation to internal assessments on Form VQ/IA and make available to Pearson on request.
- 1.4.1.9. Apply for reasonable adjustments to external assessments in line with deadlines published by Pearson.

1.4.2. Special Considerations.

- 1.4.2.1. Apply for any special consideration at the time of the assessment and in line with deadlines published by Pearson.
- 1.4.2.2. Only apply for a special consideration if the situation meets current JCQ guidance.
- 1.4.2.3. 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.
- 1.4.2.4. Make any applications on a case-by-case basis.
- 1.4.2.5. Inform the learner where a special consideration application has been submitted to Pearson.
- 1.4.2.6. Submit special consideration requests to Pearson in line with the published requirements along with evidence requested to support the request.
- 1.4.2.7. Make all applications for special considerations on the appropriate form as required by Pearson.

Reasonable Adjustments Procedure



Special Considerations Procedure

