



# *The* **COUNTY** **HIGH SCHOOL** *Leftwich*

Achieving Excellence for all

Aspiration Kindness Pride

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## Document Control Sheet

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|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Document Type                                    | Policy                                                                                                                                       |
| Document Name                                    | BTEC Special Consideration and Reasonable Adjustment Policy                                                                                  |
| Originator                                       | Laura Measures                                                                                                                               |
| Approved by                                      | Quality of Education                                                                                                                         |
| Review interval                                  | Annual                                                                                                                                       |
| Date of last review                              | Autumn 2025                                                                                                                                  |
| Date of next review                              | Autumn 2026                                                                                                                                  |
| This document is part of the group which include | BTEC Blended Learning<br>BTEC Assessment & Internal Verification<br>BTEC Registration & Certification<br>BTEC Assessment<br>BTEC Malpractice |
| Equality Act 2010 fully considered               | Yes                                                                                                                                          |
| EIA Form Completed                               | Yes                                                                                                                                          |

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## BTEC Special Consideration and Reasonable Adjustment Policy

### 1. Aim:

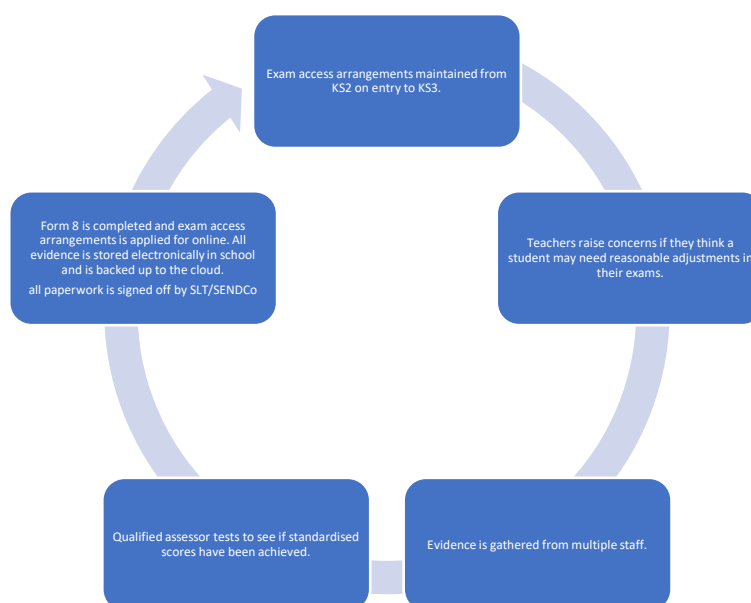
- 1.1. To make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.
- 1.2. To ensure any Special Consideration adjustment to a candidate's mark or grade to reflect temporary injury, illness, or other indisposition at the time of the examination/assessment 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:

#### **Reasonable Adjustments.**

- 1.4.1. 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.
- 1.4.2. Only use mechanical, electronic, and other aids to demonstrate competence that are generally commercially available or available from a specialist supplier.
- 1.4.3. Ensure any adaptations do not impact on any assessment standards or competence standards being assessed.
- 1.4.4. Only use adaptations that are recognised in current JCQ guidance and contact Pearson for further guidance, if appropriate.
- 1.4.5. Consider any reasonable adjustment on a case-by-case basis.
- 1.4.6. Provide evidence of need if requested by Pearson.
- 1.4.7. Inform the learner where a reasonable adjustment application has been submitted to Pearson.
- 1.4.8. Record all reasonable adjustments made in relation to internal assessments on Form VQ/IA and make available to Pearson on request.
- 1.4.9. Apply for reasonable adjustments to external assessments in line with deadlines published by Pearson.

### **Reasonable Adjustments Procedure**



### Special Considerations.

- 1.4.10. Apply for any special consideration at the time of the assessment and in line with deadlines published by Pearson.
- 1.4.11. Only apply for a special consideration if the situation meets current JCQ guidance.
- 1.4.12. 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.
- 1.4.13. Make any applications on a case-by-case basis.
- 1.4.14. Inform the learner where a special consideration application has been submitted to Pearson.
- 1.4.15. Submit special consideration requests to Pearson in line with the published requirements along with evidence requested to support the request.
- 1.4.16. Make all applications for special considerations on the appropriate form as required by Pearson.

### Special Considerations Procedure

