



# **REASONABLE ADJUSTMENT AND SPECIAL CONSIDERATION POLICY**

<b>Policy Owner</b>	<b>Compliance Manager</b>
<b>Approved By</b>	<b>Registrar</b>
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## 1.Introduction

B-TIC is highly responsible to maintain and improve the quality of the Qualifications delivery as per the standard and recommend of the Awarding Bodies.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Awarding Bodies and the Learners to achieve a world class learning experience.

## 2. Scope

This document is applicable for the following products:

B-TIC Campus



## 3. Audience

This document is for use by the following:

- a.B-TIC Staff
- b.Learners

Relevant Policies to be used in conjunction with,

- 1.B-TIC Admissions Policy
- 2.B-TIC Assessment Policy
- 3.B-TIC Equality and Diversity Policy

## 4. Definitions

<b>Reasonable Adjustment</b>	Actions that help to reduce the effect of a disability or difficulty, which may place the Learner at a disadvantage during the delivery of a Qualification or an Assessment situation to enable a Learner to demonstrate understanding, knowledge, skills, and attitude of the levels of attainment required for the Qualification and Assessment strategy.
<b>Special Consideration</b>	A post Assessment adjustment to the grade of a Learners' Assessment result or rearrangement of an Assessment time and/or date if the Learner has disadvantage due to a temporary disability, medical condition or learning needs at the time of the Assessment.

## 5. Policy Statement

### 5.1 General

Assessments should be a fair test of Learners' understanding, knowledge, skills, and attitude. The standard format of Assessment may not be suitable for all Learners.

B-TIC recognise that Reasonable Adjustments or Special Considerations may be required at the time of Assessment where the following applies,

- a. Learners have a permanent disability or specific learning needs
- b. A Learner has a temporary disability, learning needs or medical condition
- c. Learners are not available at the time of Assessment due to a disability, learning need or medical condition.

All requests for Reasonable Adjustments and Special Considerations will be reviewed on an individual basis and all the information received will be considered.

Reasonable adjustment or Special Consideration arrangements shall not be used to make Assessments easier for Learners or give them a head start.

The Reasonable Adjustment compensates for any disadvantage imposed by the disability or difficulty and should not disadvantage other Learners.

The size of the Adjustment or Consideration will depend on the circumstances and reflect the difficulty faced by the Learner.

## 5.2 Procedure

Reasonable Adjustment application should be made 10 working days prior to the Assessment by writing.

Special Consideration application should be made as soon as the Learner becomes aware about the circumstances by writing.

All documents relating to Reasonable Adjustments and Special Considerations must be saved and stored securely.

B-TIC shall notify the Assessors, Quality Assurers to do the needful in contemplation within B-TIC without prior approval from Awarding Bodies under these conditions,

- a. Changing the usual Assessment arrangements
- b. Allowing a Learner extra time to complete the Assessment activity
- c. Adapting Assessment materials, such as providing materials in Braille
- d. Providing assistance during Assessment, such as interpretation or a reader
- e. Supervised rest breaks
- f. Taking the Assessment at an alternative site / venue
- g. Assessment material in enlarged format
- h. Assessment material on coloured paper
- i. Use of a reader
- j. Re-organising the Assessment room, such as removing visual stimuli for an autistic learner providing and allowing different coloured transparencies.

***End of Policy***

**B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.**

**Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of this document.**



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