



Special Considerations and Reasonable Adjustments Policy 2025 - 26

Purpose/scope

- To provide guidance on how to apply special considerations and reasonable adjustments to internally assessed units.

Definitions/terminology

- Reasonable adjustments: is an allowance applied to a Pearson vocational internally assessed unit or qualification to reduce the effect of a disability or difficulty which would place a learner at a disadvantage in an assessment
- Special considerations: is a post-assessment allowance to reflect temporary illness, injury or indisposition that occurred at the time of assessment.

Responsibilities

- Head of Centre: Apply and manage any reasonable adjustments for your learners, in line with Pearson policy 'Supplementary guidance for reasonable adjustments and special consideration in vocational internally assessed units'.
- Assessment Board: Apply special consideration for BTEC Higher National learners in line with above Pearson Policy

Procedures for Reasonable adjustments

- Identify and apply actions to be taken
- As each learner's circumstances are different, each case needs to be reviewed separately so that the best type of support can be put in place for the learner.
- Assessment
- The work produced following the application of a reasonable adjustment must be assessed in the same way as the work from other learners and be available for external quality assurance, where required.
- Recording
- Record the reasonable adjustment using appropriate form and store it with the learner records for three years. The record needs to be available for Pearson or a regulator, if requested.
- Procedures for Special Considerations
- Application
- Apply to Pearson by completing an appropriate form.
- Certification



- Claim certificates only after Pearson has approved special consideration

Policy Aim:

- To support access to qualifications for learners who are eligible for reasonable adjustment and/or special consideration in internal assessments, without compromising the assessment of the skills, knowledge, understanding or competence being measured
- To reduce the effect of a disability or difficulty which would place a learner at a disadvantage in an assessment.
- To ensure there is a record of reasonable adjustment and approval for special consideration

In order to do this, the centre will:

- Identify in advance whether any action is needed to help reduce the effect of a disability or difficulty, which will place a learner at a substantial disadvantage in the assessment.
- Ensure that the reasonable adjustment does not affect the reliability or validity of assessment outcomes or give a learner an advantage over other learners undertaking the same or similar assessments.
- Put in place Reasonable adjustment before the learner starts the assessment
- Need to record the reasonable adjustment using form RA1, and store it with the learner records for three years.
- The record needs to be available for Pearson or a regulator, if requested.
- The work produced following the application of a reasonable adjustment must be assessed in the same way as the work from other learners and be available for external quality assurance, where required.
- Request for a special consideration through form C1 to Pearson to apply to an assessment result.
- Not claim Certificates until the outcome of the special consideration has been confirmed by Pearson.

This policy will be reviewed every 12 months by the Business Manager.