

ABE reasonable adjustments and/or special considerations for the ABE students

To have a fair access to assessment policy in operation, the following principles and guidelines are used. Assessment should be a fair test of learners' knowledge and what they are able to do, however, for some learners the usual format of assessment may not be suitable.

We recognise that reasonable adjustments or special considerations may be required at the time of assessment where:

- learners have a permanent disability or specific learning needs
- learners have a temporary disability, medical condition or learning needs
- learners are indisposed at the time of the assessment.

Process for requesting reasonable adjustments and/or special considerations

If learners are making request to centre for reasonable adjustments and/or special considerations, center will request to ABE on behalf of learners.

Center will complete a Reasonable Adjustments and Special Consideration request form (this in the Forms and Policy section of the ABE Portal) and in doing so supply relevant supporting information. For example:

- learner's name and ABE registration number
 - nature of, and rationale for, the request
 - supporting information/evidence (e.g. medical evidence or a statement from the invigilator or any other appropriate information)
- **Learners can, in exceptional circumstances, make requests direct to ABE by phoning or emailing to their Product Manager (Assessment) on +44 (0)20 8329 2930 or emailing them at _assessment@abeuk.com.**
 - **Requests for reasonable adjustments should be submitted no later than assessment entry closing date.**
 - **Requests for special consideration should be submitted as soon as possible after the assessment and not later than 7 working days after the assessment.**

Requests for special consideration may only be accepted ABE after the results of assessment have been released in the following circumstances:

- application has been overlooked at the centre and the oversight is confirmed by the centre co-coordinator
- medical evidence comes to light about a learner's condition, which demonstrates that the learner must have been affected by the condition at the time of the assessment, even though the problem revealed itself only after the assessment.

If the application for special consideration is successful, the learner's performance will be reviewed by ABE in the light of available evidence. It should be noted that a successful application of special consideration will not necessarily change a learner's result.

How ABE will deal with requests

ABE will aim to respond to all requests within 48 hours of receipt. If ABE are unable to respond on the same day, they will provide you with an estimated response date.

Definition of reasonable adjustments from ABE

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. They are made to an assessment for a qualification to enable a disabled learner to demonstrate his or her knowledge, skills and understanding of the levels of attainment required by the specification for that qualification.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille
- providing assistance during assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic learner
- changing the assessment method, for example from a written assessment to a spoken assessment
- using assistive technology, such as screen reading or voice activated software
- providing the mechanism to have different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different coloured paper for paper-based assessments
- providing and allowing different coloured transparencies with which to view assessment papers

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the learner access to the programme. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work.

ABE and centres are only required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration.

(Ref: Reasonable Adjustment and Special Consideration Policy January 2020, ABE)

Definition of special considerations from ABE

Special consideration can be applied after an assessment if there was a reason the learner may have been disadvantaged during the assessment.

For example, special consideration could apply to a learner who had temporarily experienced:

- an illness or injury
- some other event outside of their control

and which has had, or is likely to have had, a material effect on that learner's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

Special consideration should not give the learner an unfair advantage, neither should its use cause the user of the certificate to be misled regarding a learner's achievements. The learner's result must reflect his / her achievement in the assessment and not necessarily his / her potential ability.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner.

The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

(Ref: Reasonable Adjustment and Special Consideration Policy January 2020, ABE)

It should note that:

- where an assessment requires the learner to demonstrate practical competence or where criteria have to be met fully, or in the case of qualifications that confer a License to Practice, it may not be possible to apply special consideration.
- in some circumstances, for example for on-demand assessments, it may be more appropriate to offer the learner an opportunity to take the assessment at a later date.

Detailed information of ABE Reasonable Adjustment and Special Consideration Policy can be seen in **Reasonable Adjustment and Special Consideration Policy January 2020, ABE.**

If you've any queries about the contents of the policy, please contact to
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(+95)-9-972411038 or
emailing: mhrmyanmar@gmail.com