

# LAMDA

## LAMDA Examinations Reasonable Adjustments and Special Considerations Policy

### Introduction

As an awarding organisation, LAMDA is committed to ensuring that the integrity of LAMDA qualifications/units and assessment is maintained at all times. LAMDA recognises that some learners may require Reasonable Adjustments to Assessment to ensure access to the qualification/assessment. Learners may also need Special Considerations where a scheduled assessment could not go ahead for various reasons.

This policy identifies the procedure to apply for Reasonable Adjustments and Special Considerations for Learners and the criteria by which LAMDA will accept or decline the request.

**Reasonable Adjustments** are defined by LAMDA as adjustments made prior to an assessment to enable a learner with particular needs to demonstrate their knowledge, skills and understanding to the levels of attainment required by the specification for that qualification. Reasonable adjustments must not affect the validity or reliability of assessment outcomes or give the Learner in question an unfair assessment advantage. Examples of RAs include:

- Extra time.
- Provision of Braille materials.
- Provision of modified printed materials.
- Practical assistance.
- Third person authorised to be present in the exam room.

**Special Considerations** are defined by LAMDA as the implementation of arrangements given to learners who have temporarily experienced an illness, injury or some other event outside of their control at the time of assessment, which has affected their ability to take an assessment or demonstrate their level of attainment in an assessment. Examples of SCs include:

- Temporary illness, accident or injury that occurs immediately before an exam.
- An illness that occurs part way through an exam and means the Learner is not able to finish their exam.
- A bereavement or family crisis that occurs shortly before or at the time of an exam.
- A serious disturbance that occurs during an exam (e.g. fire evacuation, power failure).

**Please note:** SCs do not accommodate for Learners who are unwell prior to an exam. These Learners are advised to withdraw from the exam and apply for a Credit Note using our [Credit Note Policy](#).

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## Requesting Reasonable Adjustments to Assessment and Special Considerations

**Reasonable Adjustments** must be approved by LAMDA and set in place prior to the assessment and must be requested a minimum of 6 weeks prior to the assessment to give LAMDA time to review the request and put adjustments in place where required. Where Braille materials are required, requests must be submitted a minimum of 8 weeks prior to the assessment.

**Special Considerations** must also be approved by LAMDA and must be requested within 10 working days of the assessment date.

Applications made outside of the submission deadlines will be considered, however it may not be possible to accommodate the request. Where a late adjustment cannot be reasonably applied, the Learner(s) will either be required to withdraw from the examination and book another at a later date, or the Learner can choose to continue with the assessment without the adjustment being applied.

### Pre-Existing Reasonable Adjustments

If the Learner has had an Application for Reasonable Adjustment granted previously by LAMDA then, provided the requirements have not changed and the centre enters the learner against their existing ExamTrack Learner ID, there is no need to resubmit the request for Reasonable Adjustments.

You can check if your Learner has an existing Reasonable Adjustment in your ExamTrack Account<sup>1</sup>.

### New Reasonable Adjustment Applications

Requests should be submitted via ExamTrack<sup>1</sup>.

Applications must include supporting documentation. The type of documentation depends on the type of adjustment the learner requires. For example:

- **Visual impairment**  
A written statement from a qualified optometrist or signed medical practitioner's report.
- **Dyslexia**  
A signed statement from a fully qualified and chartered educational psychologist, someone with a special needs teacher qualification or a school SENCO/specialist teacher.

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<sup>1</sup> [For further information on how to set up an exam Track account please read our 'How to Guide'](#).

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- **Medical and physical difficulties**  
A signed medical practitioner's report or doctor's note.
- **Psychological, neurological, dyspraxia or other learning difficulties**  
A signed statement from a fully qualified and chartered educational psychologist, someone with a special needs teacher qualification or a school SENCO/specialist teacher.

All Reasonable Adjustment applications will be processed in line with this policy and decisions will be sent via email at least 2 weeks prior to the date of examination.

**Please note:** Supporting evidence will only be used to verify the contents of the application. They will not review a report and extract information to make decisions or recommendations on a Learner's behalf. For data security reasons, once a decision has been made about an RA, any supporting evidence will be deleted. No supporting evidence will be kept on file at LAMDA.

## New Special Considerations Applications

Requests should be submitted by creating a new support ticket via the [LAMDA Oracle, our Customer Portal](#), selecting the Qualifications Form and the Nature of your query as 'Special Consideration'.

Within 3 working days of the application, LAMDA exams will acknowledge receipt. They will then review the request and the supporting evidence in line with this policy. Written outcomes will be sent to the applicant within 15 working days of initial receipt of the application.

**If you disagree with the Reasonable Adjustment or Special Consideration decision** you may appeal within 15 working days of receipt of the decision by following the procedure in our Appeals Policy.

## Version control

Version number	Date	Initial	Comments
V1	04/10/2022	KR	New Document
V1.1	05/09/2023	KR	Minor amends in line with process updates.
V1.2	12/03/2025	KR	Updates in line with process