

Policy or Procedure Title: QM03	Reasonable Adjustments for LAMDA Examinations
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As an awarding organisation we have a duty to ensure the integrity of the qualifications/units and assessment is maintained at all times. At the same time we have a duty to ensure the rights of the individual Learner(s) to access qualifications/units and assessment in the most appropriate way for their needs. LAMDA aims to facilitate open access to all its qualifications for Learners who are eligible for reasonable adjustments and/or special considerations in assessments, without compromising the assessments of the skills, knowledge and understanding or competence being measured.

We are committed to achieving this by:

- Recognising the diverse needs of Learners at the stage where qualifications/units and assessment are designed. We are committed to an inclusive design approach to ensure access is built into the qualification/unit and assessment for all Learners at the early design stage through to the stage of completion.
- Making appropriate reasonable adjustments to standard assessment arrangements whenever this is required to enable fair access.

This policy complies with the requirements of LAMDA's Equality and Diversity Policy and to any subsequent amendments to the acts contained within.

Definitions

What is a Reasonable Adjustment?

A reasonable adjustment helps to reduce the effect of a disability or difficulty that places the Learner at a substantial disadvantage in the assessment situation. Reasonable adjustments must not affect the validity or reliability of assessment outcomes or give the Learner in question an unfair assessment advantage, but they may involve:

- adjusting assessment materials
- providing assistance during assessment where appropriate
- re-organising the assessment physical environment or
- changing usual assessment arrangements.

Reasonable adjustments must be approved by LAMDA and set in place prior to assessment commencing, as an arrangement to give the Learner(s) access to a qualification/unit.

Requesting Reasonable Adjustments

To make a new reasonable adjustment request for a Learner, a completed *Application for Reasonable Adjustment Form* must be submitted to LAMDA with appropriate supporting documentation, a minimum of **six weeks** before the scheduled examination date. The *Application for Reasonable Adjustment Form* is available to download from the LAMDA website: www.lamda.ac.uk

Alternatively, an application for a Reasonable Adjustment can be made via Exam Track <https://lamda.examtrack.co.uk/accounts/login>

LAMDA will only process complete reasonable adjustment application requests received a minimum of **six weeks** before a scheduled exam date. Reasonable adjustment applications and/or supporting documents received after this date cannot be considered. In these circumstances the Learner(s) will either be required to withdraw from the examination session, booking another when all documentation can be provided or the Learner can continue with the assessment without an adjustment being considered or applied.

Examination entry forms provide space for Learners, teachers and/or centres to make LAMDA aware of their intention to request a reasonable adjustment for a Learner. For new reasonable adjustment requests, Learners, teachers and/or centres must tick the box in this section labelled 'new application' and detail the Learner's name and their disability, impairment or difficulty in the spaces provided. The Learner, teacher and/or centre must then submit for the Learner the required application form and supporting documentation a minimum of **six weeks** before the scheduled examination date, in order for their request to be considered.

If the Learner requiring the adjustment has had an *Application for Reasonable Adjustment Form* and supporting documentation previously submitted to LAMDA and granted, then the Learner, teacher and/or centre must tick the box on the entry form labelled 'previously submitted and granted' and detail the Learner's name and their disability, impairment or difficulty in the spaces provided. No further documentation needs to be submitted, unless the Learner's special circumstances/needs have changed since the original application.

Learners, teachers and/or centres who have submitted a completed *Application for Reasonable Adjustment Form* and supporting documentation will be notified by LAMDA in writing of the outcome of their request. If a reasonable adjustment is awarded, the Learner will still be examined against standard criteria which will remain unchanged. However the examination procedure or the environment may be adjusted to accommodate the specified circumstances.

Learners, teachers and/or centres on behalf of Learners may contact LAMDA directly if they wish to discuss specific reasonable adjustments for their Learners, prior to submitting the entry and/or application form. Where a Learner, teacher and/or centre has a request about a Learner's ability to achieve the assessment criteria in relation to reasonable adjustments, they should contact LAMDA directly.

Supporting Documentation

Completed *Application for Reasonable Adjustment Forms* or applications made via Exam Track must be submitted with **signed**, appropriate supporting documentation to provide written evidence of the Learner's disability, impairment or difficulty for which the reasonable adjustment is being requested.

Supporting documentation must consist of the following:

Visual Impairment: Applications for visually impaired Learners who require access to sight-reading, as detailed in the specifications, must be supported by written evidence from a qualified optometrist or a signed medical practitioner's report. The written evidence must conclude a diagnosis of the difficulty(ies) given on the submitted *Application for Reasonable Adjustment Form* and state the name and qualifications of the qualified assessor. Learners requiring access to a Braille text for examinations that require a sight-reading must submit their *Application for Reasonable Adjustment Form* and supporting documentation a minimum of eight weeks before the examination session to allow for a Braille document to be produced.

Dyslexia: Applications for dyslexic Learners who require access to a sight-reading text, as detailed in the Examination requirements, must be supported by written evidence from a fully qualified and chartered educational psychologist, an individual who holds a special needs

teacher qualification or a school SENCO/Specialist Teacher. The written evidence must confirm a diagnosis of dyslexia, be signed and state the name and, where appropriate, the qualifications of the qualified assessor.

Medical or Physical Disabilities: Applications for Learners with medical or physical disabilities must be supported by a signed medical practitioner's report or doctor's note. The report must conclude a diagnosis of the difficulty(ies) given on the submitted *Application for Reasonable Adjustment Form* and state the name and qualifications of the qualified assessor.

Psychological, Neurological, Dyspraxia or Other Learning Difficulties: Applications for Learners with psychological, neurological, dyspraxia or other learning difficulties must be supported by signed, written evidence from a fully qualified and chartered educational psychologist, an individual who holds a special needs teacher qualification or a school SENCO/Specialist Teacher. The written evidence must conclude a diagnosis of the specific learning difficulty(ies) given on the submitted *Application for Reasonable Adjustment Form* and state the name and, where appropriate, the qualifications of the qualified assessor.

Statement of Special Educational Needs (SEN) and Education, Health and Care Plan (EHCP)

It should be noted that a Statement of Special Educational Needs or an Education, Health and Care Plan does not automatically qualify a Learner for a reasonable adjustment. LAMDA may refuse on the grounds that the statement is not current and does not contain a recent (in the past three years) assessment of needs or if the reasonable adjustment requested would compromise the assessment.

School Pupil Profiles: Supporting documentation being submitted in the form of a school's pupil profile (or similar) is acceptable providing that it clearly details the Learner name, date of birth and confirms their diagnosis and/or difficulty. This documentation should also be signed by the schools SENCO, and should not contain any photographs of the Learner.

Examples of Reasonable Adjustments Granted

- Allowance of additional time
- Assessment material in large format/font
- Assessment material in Braille
- Assessment material in coloured paper
- Practical assistance
- Others as agreed.

Applying Reasonable Adjustments

Reasonable adjustments must be approved by LAMDA and set in place prior to assessment commencing. They are intended to enable Learner(s) attainment to be demonstrated. A Learner does not have to be disabled (as defined by the Equality Act 2010) to qualify for a reasonable adjustment. Allowing reasonable adjustments is dependent on how it will facilitate the Learner in assessment. A reasonable adjustment is intended to allow access to assessment but can only be granted where the adjustment does not:

- give the Learner in question an unfair advantage over other Learners taking the same or similar assessment
- influence the final outcome of the assessment decision
- affect the integrity of the qualification
- affect the validity or reliability of the assessment.