

WEA Reasonable Adjustments & Special Consideration Policy (Accredited Courses)

1. Scope

This policy is aimed at learners on accredited courses and helping them to achieve formal recognition of their achievements, without compromising the assessment process or the assessment objectives.

Reasonable adjustments are made to ensure that learners with disabilities or learning difficulties are not disadvantaged in any way. Learners must declare their needs prior to the assessment period and all necessary reasonable adjustment arrangements must have been implemented before the time of their assessment.

Special considerations are made to ensure that learners are not disadvantaged by any exceptional circumstances that may arise prior to, or during, the assessment.

2. Reasonable Adjustment

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 during assessment. A reasonable adjustment is made to an assessment for a qualification to enable a disadvantaged learner to demonstrate their knowledge, skills and understanding of the levels of attainment required by the specification for that qualification.

Reasonable adjustments must not compromise the integrity of the assessment process or the assessment objectives. Examples of reasonable adjustments include (the list is not exhaustive):

- changing usual assessment arrangements, for example, allowing learners extra time to complete the assessment activity or using a different assessment location
- adapting assessment materials, such as providing materials in large format, Braille on coloured paper or audio format
- providing access to facilitators during assessment, for example a sign language interpreter, reader or scribe
- 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 different coloured paper for paper-based assessments
- providing and allowing different coloured transparencies to view assessment papers or low vision aids.

3. Making Reasonable Adjustments

The WEA has a responsibility to ensure that the assessment process is robust and fair and allows the learner to demonstrate their full potential.

Reasonable adjustments must be approved and set in place before the assessment activity takes place.

The WEA and awarding bodies are required by law to do what is reasonable in terms of ensuring 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.

Adjustments to assessments should:

- not invalidate the assessment requirements of the qualification
- not give learners an unfair advantage
- reflect the learner's normal way of working
- be based on the individual need of the learner.

Reasonable adjustments should be requested at the point of registering the learner with an awarding body, using the Candidate Registration Form (CRA). The CRF will be reviewed by the Accreditation Team in discussion with the awarding body. Where additional information is required from a learner e.g. medical certification, this will be requested by the WEA.

All decisions about reasonable adjustments will be made in accordance with the policies and guidance of the relevant awarding organisation and learners will be informed prior to any assessment.

5. Special Consideration

Special consideration can be applied after an assessment if there was a reason the learner may have been disadvantaged during the assessment. Special consideration could apply to a learner who has temporarily experienced an illness or injury or some other event outside of their control. This may have impact on the learner's ability to take an assessment or demonstrate their level of attainment in an assessment.

The following is a list of examples which might be eligible for special considerations (the list is not exhaustive):

- serious illness or incapacitation of the learner

- serious illness of immediate family e.g. a parent or child
- bereavement of an immediate family member
- recent domestic crisis
- accident and injury to the learner
- trauma caused by a recent event or experience.

Special consideration should not give the learner an unfair advantage. The learner's result must reflect their achievement in the assessment and not necessarily their potential ability.

Special consideration, if successful, may result in a 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.

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 it may be more appropriate to offer the learner an opportunity to retake the assessment at a later date or to extend the registration period so that the learner has more time to complete the assessment activity.

6. Applications for Special Consideration

Learners who believe that they have been disadvantaged through circumstances beyond their control can request that special consideration is made regarding the outcomes of their assessment. Applications for special consideration will be made according to the guidance of the relevant awarding organisation. All applications must be accompanied by supporting evidence e.g. in the case of an illness, a doctor's letter or a statement of events from the Centre.

7. Appeal

Appeals against the decision to provide reasonable adjustments or special consideration can be submitted by following the WEA Appeals Against Assessment Procedure.

Date of this Review	Date of next Review	Policy reviewed and updated by:	Policy approved by:
July 2025	July 2026	Accreditation Quality & Development Manager	Director of Curriculum, Quality & Safeguarding