



End Point Assessment Service

Reasonable Adjustment & Special Considerations Policy

Version 4

Updated: 13 September 2023

INTRODUCTION & PURPOSE

End point assessment should be a fair assessment of an apprentice's knowledge, skills, and behaviours, therefore in line with legal and regulatory requirements this policy outlines the criteria and process for making reasonable adjustments and for special considerations in relation to the end-point assessment for all apprenticeship standards that PIABC Limited is recognised to provide.

There are two ways in which access to fair assessment can be maintained:

- Reasonable adjustments – defined as any action that helps reduce the effect of a disability that places the apprentice at a substantial disadvantage in the assessment situation. Agreed before the assessment takes place to enable the apprentice to demonstrate their knowledge, skills, and behaviours; or
- Special considerations – can be applied during the end point assessment period (or post assessment) if there is a reason the apprentice may have been disadvantaged during the assessment period by an event outside of their control. This also includes requests for any extension to end-point assessment deadlines where there are extenuating circumstances. In some cases, for example apprentice redundancy, special considerations might apply immediately in advance of the apprentice reaching Gateway.

Reasonable adjustments and/or special considerations should not give the apprentice an unfair advantage. The apprentice's result must reflect their achievement in the assessment and not necessarily their potential ability. Adjustments must not affect the integrity of the assessment.

The provision for reasonable adjustments and/or special consideration arrangements are made to ensure that apprentices receive recognition of their achievement so long as the equity, validity and reliability of the assessments can be assured. Such arrangements are not concessions to make assessments easier for apprentices, nor are they to give apprentices a head start.

All apprentices, regardless of their reasonable adjustment or special consideration, must still meet the minimum requirements to achieve their apprenticeship.

REASONABLE ADJUSTMENT

SCOPE FOR REASONABLE ADJUSTMENTS

EPAOs are required by law to do what is 'reasonable' in terms of giving fair access to assessment. 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.

An adjustment will not be approved if it:

- May create a serious loss of validity or independence within the assessment process.
- May constitute a serious safety hazard.

Each assessment will be subject to some variance due to job role, employment context and apprentice support needs, and should be adapted as necessary. The support needed for a particular person will be unique to that individual and may not be listed as a need in the relevant category in the disability grouping framework, so flexibility is required. It is also important to remember that appropriate adjustments are likely to be a continuation of the additional support that the apprentice has received during their apprenticeship.

IfATE provides guidance on reasonable adjustments for End Point Assessment, which includes a link to a helpful matrix for determining reasonable adjustment requirements. To access this, please use the following link:

<https://www.instituteforapprenticeships.org/quality/end-point-assessment-reasonable-adjustments-guidance/>

WHEN IS A REASONABLE ADJUSTMENT OR SPECIAL CONSIDERATION APPLIED?

REASONABLE ADJUSTMENTS

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the apprentice fair access to the assessment activity. The reasonable adjustment will then be made to the assessment arrangements.

PIABC Limited must have approved all necessary reasonable adjustment arrangements before the time that the apprentice starts to complete any end point assessments. Only reasonable adjustments that have been approved by PIABC Limited can be applied.

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

- Changing usual assessment arrangements, for example allowing an apprentice 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.
- 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.
- Holding the assessment face to face rather than remotely.
- Providing the mechanism to have different colour backgrounds to screens for on-screen 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 examination papers.

Training Providers, Employers or Apprentices are required to apply for reasonable adjustment a minimum of 20 working days in advance of Gateway by completing the appropriate web form and providing a link to the supporting evidence.

Evidence may include, but is not limited to:

- Copies of dyslexia/dyspraxia statements.
- Outputs from initial screening activities.
- Statement of educational needs.
- Individual education learning plans.
- Outputs from Disability Advisor Assessments.
- Letters or reports from experts/Doctors (e.g., educational psychologist reports, dyslexia screening reports, other screening or diagnostic reports, reports from an occupational health advisor or other health professional).

- Whatever evidence is appropriate for the apprentice's specific circumstances.

If a diagnostic has been undertaken by the training provider, this would also be acceptable evidence. We will also accept a letter on headed notepaper from the training provider, having completed a disability assessment of the additional support they are providing for the learning programme.

SPECIAL CONSIDERATIONS

Special considerations can be applied immediately prior, during or after an assessment only if there is a reason the apprentice may have been disadvantaged during the assessment period due to an event outside of their control. Annual leave and work-related pressures are not normally considered as reasons to apply special consideration.

Reasons for special consideration could be (but are not limited to), temporary illness, injury, redundancy, bereavement, or any circumstances that may adversely affect the apprentice's performance during the assessment period. Special considerations also apply to apprentices who have moved past Gateway into the EPA period and need to apply for an extension to an end-point assessment deadline - please ensure that the 'Extension to End Point Assessment Deadline Request' option is selected on the "*Reasonable Adjustment, Special Consideration or Extension to End Point Assessment Deadline Application Form*".

Types of special consideration applied, may include, but are not limited to:

- an adjustment to an apprentice grade for an apprentice whose performance in assessment has been affected; grade adjustments may be applied to an individual element or to the overall grade dependent on individual circumstances.
- an adjustment to the arrangements for accessing an assessment for an apprentice where the ability to access the assessment has been affected by injury, illness, or other circumstance outside of their control.
- Extension to an end-point assessment deadline within the Gateway period if the apprentice has been adversely affected by extenuating circumstances outside their control. Note: annual leave and work pressures/arrangements are not normally considered as extenuating circumstances.

Where an assessment requires a competence, criterion or standard to be fully met, it may not be possible to apply special considerations and apprentices must complete and achieve a pass in all elements of their assessment. It may be more appropriate to offer the apprentice an opportunity to retake the assessment at a later date.

HOW TO REQUEST A REASONABLE ADJUSTMENT OR SPECIAL CONSIDERATION

TRAINING PROVIDER OR EMPLOYERS

The Training Provider or Employer should liaise with the apprentice to identify any reasonable adjustment requirements that they may have as soon as possible after starting their apprenticeship.

The Training Provider, Employer or Apprentice must complete "*Reasonable Adjustment, Special Consideration or Extension to End Point Assessment Deadline Application Form*" a minimum of 20 working days prior to the Gateway documentation being submitted. The application form should

clearly detail the adjustments that are being requested and the reasons why and should be send with supporting documentation.

SPECIAL CONSIDERATIONS

Requests for a special consideration should be submitted as soon as possible after the circumstance is identified. The Training Provider, Employer or Apprentice must complete the *“Reasonable Adjustment, Special Consideration or Extension to End Point Assessment Deadline Application Form”* and submit this as soon as possible, but at the latest within 5 working days of the final element of end point assessment being completed.

Each request will be considered individually based on the circumstances. A response will be provided within 15 working days after receipt of the request. All special consideration decisions will be recorded and monitored.

EXTENSION REQUESTS

Special considerations also apply to apprentices who have moved past Gateway into the EPA period and need to apply for an extension to an end-point assessment deadline - please ensure that the ‘Extension to End Point Assessment Deadline Request’ option is selected on the *“Reasonable Adjustment, Special Consideration or Extension to End Point Assessment Deadline Application Form”*. Each request will be considered individually based on the circumstances. A response will be provided within 5 working days after receipt of the request. All extension decisions will be recorded and monitored.

TIMESCALES

Reasonable Adjustments	Training Providers, Employers or Apprentices are required to submit reasonable adjustment requests a minimum of 20 working days in advance of Gateway, whichever comes first by completing the <i>“Reasonable Adjustment, Special Consideration or Extension to End Point Assessment Deadline Application Form”</i> and emailing the form and required supporting documentation to piabc@iom3.org . Any requests submitted outside of this timeframe may not be approved, or PIABC Limited may not be able to meet the requirements for planned assessment dates. Once a request for a reasonable adjustment is received, PIABC Limited will review the request and evidence provided within 15 working days of it being received. Reasonable adjustments will not be approved until sufficient evidence is provided.
Special Considerations	To request a special consideration, you should complete the <i>“Reasonable Adjustment, Special Consideration or Extension to End Point Assessment Deadline Application Form”</i> and emailing the form and required supporting documentation to piabc@iom3.org as soon as possible after the circumstance is identified, but at the latest within 5 working days after the completion of the final element of the end point assessment for that apprentice. Training

	Providers, Employers and Apprentices all have the right to make an application for special consideration. Once a request for a special consideration is received, PIABC Limited will review the request within 15 working days of it being received and a response will be provided. If the request is for an extension to an end point assessment deadline, PIABC Limited will review the request and respond within 5 working days of it being received.
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APPEALS

If a Training Provider or Employer remains dissatisfied following the outcome of a request that has been submitted, they may submit an appeal in line with our “*End Point Assessment Service - Enquiries and Appeals Policy*”. Please contact the EPA team at piabc@iom3.org for additional information.

MONITORING AND REVIEW

PIABC Limited will review this policy annually as part of our self-evaluation arrangements and revise it in line with any feedback from stakeholders, regulatory authorities or external agencies, or changes in our practices.

CONTACT DETAILS

If you have any queries about the contents of the policy, please contact the EPA team at:

Email: piabc@iom3.org

Telephone: +44 (0)1476 513884

Post:
PIABC Limited
The Boilerhouse
Caunt Road
Grantham
NG31 7FZ

Website: www.piabc.org.uk

APPLICATION FORM

Reasonable Adjustment, Special Consideration or Extension to End Point Assessment Deadline

If you have any questions on the completion of this form, get in touch piabc@iom3.org

Apprentice's Details

Apprentice's Name	
Unique Learner Number:	
Training Provider Name:	
Apprenticeship Standard:	
Date(s) of EPA:	
EPA Component(s) (if applicable):	

Request Details

Type of Application

Reasonable Adjustment Request ¹	
Special Consideration Request ²	
Extension to End Point Assessment Deadline Request ³	

Details of Request

As per our published policy, requests for reasonable adjustments or special considerations can take up to 15 working days for a response. Requests for extensions during the post-Gateway period will be responded to within 5 working days.

Details of supporting documents

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Declaration

I declare that to the best of my knowledge, the information that I have given on this form is true, complete, and accurate in all respects.

Name:	
Signature:	
Role:	
Organisation:	
Date:	

Please send this completed form and any supporting documentation to piabc@iom3.org

Additional Information

- 1 Please ensure that you clearly state exactly what adjustments you are requesting, based on any adjustments that have been made during the apprenticeship training programme or are required to accommodate specific learning needs. Please indicate why you are applying for a reasonable adjustment and how the apprentice's performance in an assessment may be affected. You will be required to provide PIABC Limited with supporting documentation such as statements of educational needs, educational psychologist reports, dyslexia screening reports, other screening or diagnostic reports, reports from occupational health visitors or other health professional, individual education learning plans, school reports or similar supporting documentation.
- 2 Please describe the circumstance(s) and how this may affect, or did affect, the apprentice's performance in the assessment(s).
- 3 Please indicate why you are applying for an extension to the deadline. Please describe the circumstance(s) and how this may affect, or did affect, the apprentice's ability to complete in the original timeframe. We will only consider extending a deadline in exceptional circumstances such as long-term illness, redundancy, caring for a family member, bereavement of a close family member or similar.