



THE RPT Reasonable Adjustments and Special Considerations Policy

1. Introduction

The RPT has a responsibility under the Equal Opportunities Act, Disability Discrimination Act and the regulations of Ofqual, to ensure that all its candidates have an equal opportunity to reach their full potential and barriers to entry are mitigated against. In some instances candidates may require adjustments to the assessment process to give them an equal opportunity. The RPT study and examination centres have a responsibility to ensure that appropriate adjustments are made for candidates.

Once a reasonable adjustment has been agreed and implemented, no further adjustment will be made to the assessment or marking process.

2. Responsibilities of RPT

The RPT have a duty to implement the Reasonable Adjustment and Special Consideration Policy for all candidates who study with the RPT. This responsibility includes assessment of needs, recommendation of reasonable adjustment, communication with The RPT and provision of the resources to facilitate the adjustment. The RPT will also be responsible for ensuring that appropriate facilities for work based assessment are available in conjunction with the employer.

3. Responsibility of Candidates

All candidates must submit a request for adjustment prior to the closure date for entry of assessment.

Candidates who are registered must complete a Candidate Reasonable Adjustment Request Form and submit this to the RPT.

Reasonable adjustments and special considerations policy

4. Definition of Reasonable Adjustment and Special Consideration

The RPT Reasonable Adjustment and Special Consideration Policy provides additional support within three categories:

Permanent physical, sensory or mental disability

Candidates are deemed to have a permanent physical, sensory or mental disability if they can prove that the condition is likely to remain with the candidate throughout his/her life.

Examples of proof required include medical reports from doctors, psychiatrists, educational psychologists, specialist teachers, funding agencies.

If a candidate applies for an adjustment due to a permanent physical, sensory or mental disability, the evidence submitted must specifically state that the disability is permanent.

Providing the adjustment required is the same for each assessment, candidates do not need to resubmit evidence with subsequent applications for reasonable adjustment; however they must complete a Reasonable Adjustment Request Form for each assessment series.

Temporary physical, sensory or mental disability

Candidates are deemed to have a temporary physical, sensory or mental disability if the condition is under one year's duration and is likely to improve. Examples of temporary disability could include broken limbs or injury to hands which could impair candidate's ability to write. Supporting evidence will be required in all cases.

If a candidate applies for an adjustment due to a temporary physical, sensory or mental disability, evidence must be re-submitted with a Reasonable Adjustment Request Form for each assessment series.

Special Consideration

Special consideration may be given to candidates in instances that could not possibly be predicted. This ensures that candidates who have a temporary illness, injury or indisposition at the time of the assessment are treated fairly. Examples include influenza, bereavement of a close family member, evacuation of the assessment venue, disturbances during the assessment. This must be applied for no later than two weeks after the assessment.

5. Types Of Reasonable Adjustments Available

- Extra time
- Supervised rest breaks
- Use of readers, scribes, transcribers, word processors, laptops or other micro processing devices
- Miscellaneous types of reasonable adjustments including brailing of non-secure assessment material, taped responses, modified question papers (using coloured paper).

NB: The RPT does not make adjustments to standards or pass marks. All adjustments must be deemed reasonable and not give the candidate an unfair advantage.

6. Location of Examination or Assessment

Dependent on the type of additional assessment needs, the RPT may be required to allocate a candidate to a centre best equipped to support their needs which may not be the centre most local or convenient to the candidate. Whilst every effort will be made to make provision for candidates locally, the RPT reserves the right to allocate candidates to other centres. Any costs associated with the travelling to the assessment or examination centre must be borne by the candidate.

Further Advice

For details of administration processes, see Reasonable Adjustment Guidance or contact the RPT for further advice.