



Reasonable Adjustments and Special Consideration Policy and Procedures

The IAB has adopted the Federation of Awarding Bodies good practice guide 'The application of reasonable adjustments and special consideration in vocational qualifications'. A copy of this document can be found on the FAB website www.awarding.org.uk (within documents) or by contacting the Education Department at the IAB. The guidance provides an indication of good practice to assist vocational awarding bodies in the consistent application of reasonable adjustment to enable equal access to qualifications.

Reasonable adjustment

Centres should apply in writing to the IAB for permission to make reasonable adjustments for all assessment methods for candidates whose disability requires this. This should be undertaken at least 6 weeks prior to the sitting of the examination. Centres are required to submit the appropriate form 1 'To apply for Reasonable Adjustment', which is attached but also available on the IAB website www.iab.org.uk. Supporting evidence should be included and examples of this can be found within the form. If Centres require further guidance regarding any aspect of reasonable adjustment, then they should contact the IAB Education Department. A decision on the granting of any reasonable adjustment will be made with 2 weeks of the receipt of the request.

Special Consideration

Any candidate who feels that their performance in an examination or assignment was adversely affected by illness or other mitigating circumstances may make representations to this effect. The individual should complete the appropriate form 2 'To apply for Special Consideration' within 14 days of the completion of the examination. This form is attached but can also be found within the IAB website www.iab.org.uk

All requests for special consideration will be acknowledged in writing and the evidence put before the IAB Assessment Review Board (ARB) at its next meeting. The date of this meeting will be communicated to the individual. The ARB has the authority to change marks and grades should it feel that the situation justifies this and will communicate its decision within 14 days of the meeting.

In exceptional circumstances the ARB has the power to make an aegrotat, which is an award made to a candidate who is unable through temporary illness, injury or indisposition, to complete all of the usual assessment requirements. For the ARB to consider such a request the centre must confirm full attendance of the candidate up to the time of the examination sitting and provide appropriate evidence of the candidate's work clearly indicating they would have passed the examination. There must also be medical or other evidence to justify the illness or indisposition.

FORM 1 – TO APPLY FOR REASONABLE ADJUSTMENTS

Please complete a separate form for each individual candidate and send a completed copy to the awarding body by the stipulated deadline.

Centre no	<input type="text"/>	Centre name	<input type="text"/>
Candidate no	<input type="text"/>	Candidate name	<input type="text"/>
		Assessment Date/ Session	<input type="text"/>

Qualification code	Qualification level	Qualification title	Unit/component number/code

Reason for application:

REASONABLE ADJUSTMENTS REQUIRED (PLEASE BE SPECIFIC):

EVIDENCE IN SUPPORT OF THE APPLICATION

This may include:

- **The centre's assessments of candidate's needs**
- **History of provision within the centre**
- **Medical certificate**
- **Psychological or other professional assessment report**

Please provide details of supporting evidence:

Please provide details of access facilitator required (where applicable):

Declaration:

I confirm that:

- **the information provided is accurate**
- **the centre will be able to provide the arrangements requested**
- **the reasonable adjustments will be implemented in accordance with the guidance given by the awarding body**

Name: **Signature:**

Position in centre: **Date:**

For office use only:

Please complete a separate form for each individual candidate and send a completed copy to the awarding body by the stipulated deadline.

Centre no	<input type="text"/>	Centre name	<input type="text"/>
Candidate no	<input type="text"/>	Candidate name	<input type="text"/>
		Assessment Date/ Session	<input type="text"/>

Qualification code	Qualification title and level	Unit/component number/code	Did not attend	Attended but disadvantaged

Summary of adverse circumstances affecting performance in assessment:

EVIDENCE IN SUPPORT OF THE APPLICATION

This may include:

- Medical or psychological evidence
- Statement from the invigilator

Please provide details of supporting evidence:

Optional Information

In cases of partial absence, an awarding body may require the following information from the centre:

- **List four candidates estimated to be of comparable standard**

Candidate numbers:

Declaration:

I confirm that the information provided is accurate.

Name: **Signature:**

Position in centre: **Date:**

For office use only: