



## LEIA EDUCATIONAL TRUST

### DISTANCE LEARNING COURSE REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATION POLICY<sup>1</sup>

The aim of this policy is to communicate the commitment of the LEIA Educational Trust through the Education and Training Committee of the Lift and Escalator Industry Association (LEIA) and staff members to the authorisation of reasonable adjustments to and special consideration for assessments in all training opportunities given by the Committee.

It is our policy that reasonable adjustments shall be made to assessment of Candidates who may be affected by a disability or difficulty. Special consideration shall be given after the assessment of a Candidate who may have been disadvantaged by circumstances at the time of an assessment.

#### ***Definitions***

##### **Reasonable Adjustment**

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the Candidate at a substantial disadvantage in an assessment situation.

Reasonable adjustments must not affect the reliability or validity of assessment outcomes, but may involve:

- changing standard assessment arrangements, for example by allowing Candidates extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in large print
- providing access facilitators during assessment, such as a reader or scribe
- re-organising the assessment room, such as removing visual stimuli for a Candidate with autism.

The LEIA Educational Trust and Education and Training Committee are required only to do what is 'reasonable' in terms of giving access. What is reasonable may depend on the extent of the Candidate's disability or other material disadvantage, the cost implications, and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and to ensure health and safety, must also be considered. Any adjustment must not give the Candidate an unfair advantage over other Candidates.

##### **Special consideration**

This is a post-assessment allowance to reflect temporary illness, injury or indisposition that occurred at the time of assessment. Any special consideration granted cannot remove the difficulty the candidate faced at the time of assessment and can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised. Special consideration should not give the Candidate an unfair advantage; neither should its use cause any person to be misled regarding a Candidate's achievements.

The Candidate's result must reflect his or her achievement in the assessment and not necessarily his or her potential ability.

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<sup>1</sup> This Policy document is based upon 'Reasonable Adjustment and Special Considerations Policy for Edexcel Vocational Qualifications' published by EdExcel Nov 2010 ([EdExcel website](#))

**Aegrotat**

An aegrotat, is an award made to a Candidate who is unable, through illness, injury or indisposition, to complete all the usual assessment requirements.

LEIA Educational Trust policy is that in the event of a Candidate being unable, through illness, injury or indisposition, to complete all of the usual assessment requirements, aegrotat qualifications will NOT be issued.

Application of reasonable adjustments and special consideration will be in accordance with the procedures given in the LEIA Educational Trust Special Consideration Procedures (document DL-SCProc).

This policy is fully supported by the LEIA Education and Training Committee and was adopted on the date given below.

Signed

Date

Chair of the LEIA Education and Training Committee

Review Date