

Access Arrangements: Reasonable Adjustments and Special Consideration

As an approved awarding organisation, ASDAN has confirmed with the regulatory authorities that it has adopted the principles outlined in:

- General Conditions of Recognition
- Equality Act 2010

In applying these principles ASDAN has adopted, for portfolio-based qualifications, the “*The application of reasonable adjustments and special consideration in vocational qualifications*”, produced by the Federation of Awarding Bodies (FAB).

These documents identify the context of particular assessment requirements and the procedures for making applications. They outline the documentation and supporting evidence required, and provide guidance that enables ASDAN to make decisions.

Special consideration is also made for candidates who suffer temporary illness, injury or indisposition at the time of assessment/moderation. Full details of application procedures are provided in the above mentioned FAB document.

There may be a number of cases where access arrangements may not be considered appropriate because the candidate’s particular difficulty directly affects performance in the skill that is being assessed. Full details of any revision to guidance will be automatically made available to centres.

Copies of the FAB document may be obtained from FAB (website: www.awarding.org.uk/public/home).

The following procedures apply to Access Arrangements:

NB: The term Access Arrangements applies to pre-examination/moderation adjustments.

1. Particular assessment requirements are identified within a centre and reference is made to the “*The application of reasonable adjustments and special consideration in vocational qualifications*”. Following internal consideration a decision is made **either** that an application is made to the awarding body **or** that the centre will allow access arrangements (depending on the nature of the adjustment required).
2. Applications are made in writing to the Compliance Manager using copies of the forms provided (downloadable from the ASDAN Website as appropriate), together with relevant supporting evidence. Applications must be sent as early as possible and no later than 10 working days prior to the external moderation.
3. Once received by ASDAN details are recorded on a pro forma and, if necessary, acknowledgement sent in writing within 5 working days. Where a formal notification is issued by ASDAN, this should be inserted at the front of the portfolio prior to moderation.
4. If necessary, the application is discussed with the Head of Qualifications and Quality and appropriate other senior staff (e.g. Principal Moderators) and raised as a standing item on the QA Managers’ meeting agenda.

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5. Centres and/or other relevant persons are informed of the decision in writing within one week of the request.
6. If the decision is not straightforward and cannot be made without further consultation, advice is sought from other bodies e.g. Ofqual and/or other regulatory bodies. In the event of continued consultation acknowledgement is sent to relevant parties. Centres are informed of final decisions in writing as soon as possible.
7. The whole process is monitored through pro forma, as a standing item on the QA Managers' meeting agenda, and reported as part of the annual self- evaluation process.
8. ASDAN will provide reports on data and information on access arrangements to the regulatory bodies on request.
9. Details of access arrangements are saved and all information relating to this is recorded on the relevant pro forma and retained for monitoring purposes.

The following procedures apply to Special Consideration:

NB: The term Special Consideration applies to post-moderation adjustments.

1. The need for special consideration is identified within a centre and reference is made to the Federation of Awarding Bodies document. Following internal consideration a decision is made that an application should be made to the awarding body.
2. Applications are made in writing to the Compliance Manager using copies of the forms provided on the ASDAN website, together with supporting evidence. Applications must be sent as early as possible following the event, and at the latest two weeks after the moderation.
3. Once received by ASDAN details are recorded on a pro forma and, if necessary, acknowledgement sent within 5 working days.
4. If necessary, the application is discussed with the Head of Qualifications and Quality and appropriate other senior staff (e.g. Principal Moderators) and raised as a standing item on the QA Managers' meeting agenda. Centres and/or other relevant persons are informed of the decision in writing within two weeks of the request. All information is recorded on pro forma.
5. If the decision is not straightforward and cannot be made without further consultation, advice is sought from other bodies e.g. Ofqual and/or other regulatory bodies. In the event of continued consultation acknowledgement is sent to relevant parties. Centres are informed of final decisions in writing as soon as possible.
6. The whole process is monitored through pro forma, as a standing item on the QA Managers' meeting agenda, and reported as part of the annual self-evaluation process.
7. ASDAN will provide reports on data and information on special consideration to the regulatory bodies on request.

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Details of special consideration are saved. All information relevant to this is recorded on the relevant pro forma and retained for monitoring.