



Reasonable Adjustments and Special Considerations Policy

1. Introduction

This policy is aimed at teachers and candidates entering for NATD examinations. NATD staff and examiners should also refer to this policy.

The purpose of this policy is to set out the procedures that candidates, teachers and examiners should follow when implementing reasonable adjustments and special considerations. The policy also gives details of the service provided by NATD for these arrangements. This policy is informed by the guidance provided by the Joint Council for Qualifications. Further information and guidance about reasonable adjustments can be found at www.icq.org.uk

This policy is available on our website

<https://www.natd.org.uk/regulatory-information/natd-policies/>

This policy will be subject to review and monitoring by NATD and if necessary, will be amended and updated following feedback from examiners, teachers, parents/guardians and candidates.

Please note that we treat all records of reasonable adjustments and special consideration arrangements in confidence and retain them in accordance with our GDPR obligations.

If candidates wish to appeal against the decision by NATD for reasonable adjustments or special consideration arrangements, please refer to our *Appeals Policy*, available to download from our website <https://www.natd.org.uk/regulatory-information/natd-policies/>

2. What are reasonable adjustments and special considerations?

NATD is committed to fair and equal assessment of its qualifications. We expect all candidates to have equal and fair access to all the assessments we provide.

We recognise that in some cases there will be a need for some candidates to have access to a range of accommodations to meet their individual needs and provide fair access to the assessments they are undertaking.

- Reasonable adjustments can be applied for candidates who have a permanent disability or specific learning needs.
- Special considerations can be applied for candidates who have a temporary disability, medical condition or learning needs or who are indisposed at the time of the assessment

The provision for reasonable adjustments and special consideration arrangements is made to ensure that candidates receive fair recognition of their achievement whilst maintaining the integrity of the assessment.

2.1 Reasonable adjustments

A reasonable adjustment is defined as an action that will reduce the effect of a permanent disability or difficulty that places the candidate at a substantial disadvantage during assessment.

Reasonable adjustments must not affect the integrity of the assessment, but may involve:

- Making changes for individuals to the standard assessment arrangements, for example allowing candidates extra time to complete the assessment
- Adapting assessment materials, such as providing materials in Braille for those with visual impairments
- Providing access facilitators during assessment, such as a sign language interpreter or a reader
- Re-organising the assessment room, such as removing visual stimuli for an autistic candidate

Reasonable adjustments are requested and approved by NATD before the assessment takes place. Where relevant, supporting evidence can include the diagnosis by a medical professional or substantiated by an Educational Psychologist or Paediatric practitioner. The use of a reasonable adjustment will not be taken into consideration during the assessment of a candidate's work. Reasonable Adjustments apply to how the examination or assessment is conducted not the assessment of the work.

Every request for a reasonable adjustment will be considered on a case by case basis by NATD. What is reasonable in terms of an adjustment to the assessment will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment.

2.2 Special consideration

Special considerations are different to reasonable adjustments as they apply to a temporary illness or adverse circumstance that could affect the candidate's performance. This could be taken into account before, during or after the assessment. NATD will consider applications for special consideration based on the information provided on a case by case basis.

3. Reasonable adjustment examples

Below are examples of adjustments that could be made for candidates with particular disabilities and/or learning difficulties. The examples are not exhaustive and are for illustrative purposes only:

- *Supervised rest breaks*
Rest breaks may be taken during the examination.
- *Extra time*
Usually up to 25% of the examination time can be added. In exceptional cases more than 25% extra time may be allowed.

- *A practical assistant/prompter*
This may include someone in the examination to help the candidate stay focussed. It cannot be the candidate's teacher.
- *Instruction to examiner/examiner to be made aware*
This may include instructions to the examiner about how they ask questions (e.g. using simple language), repeating instructions or speaking slowly for the candidate to aid understanding. Examiners may also be requested to check and confirm understanding before the candidate undertakes an assessment activity.

4. Submitting applications for reasonable adjustments

Requests for reasonable adjustments must be sent to NATD at least **21 days before** the assessment. Requests should be submitted for any examination where a candidate is entitled to an adjustment. Forms for requesting a reasonable adjustment are at Appendix 1 of this document.

Requests for reasonable adjustments should be sent in with the examination applications by completing the *Application for Reasonable Adjustments* form which is available as an Appendix to this policy.

NATD reserves the right to refuse an entry from a candidate if the adjustment required would affect the integrity of the examination.

Each request should include the following information:

- The nature of the candidate's disability/learning need
- The special assessment arrangements requested
- Any supporting evidence or a copy of the evidence

5. Evidence requirements

Each application should be accompanied by supporting evidence to explain the need for the adjustment. This could include confirmation on headed paper by medical practitioners and for learning needs from Educational Psychologist or SEND qualified personnel.

Subsequent applications for a reasonable adjustment must be accompanied by supporting evidence as a candidate's condition may change over time or a different adjustment may be required for an examination at a higher grade or in a different discipline. NATD will only store supporting medical or other evidence for a maximum of 1 year in accordance with GDPR requirements.

6. Special considerations

Special considerations are granted for a temporary illness or indisposition. This can be applied for before, during or after the assessment has taken place. Forms for applying for special consideration can be found at Appendix 2 of this document.

6.1 Before the assessment

A candidate may apply for special consideration prior to the assessment (for example if they have broken their arm a few weeks beforehand), although it would normally be more appropriate to apply for a reasonable adjustment where the condition is understood to be permanent rather than temporary.

Teachers and/or candidates need to complete the form below and provide sufficient information to the NATD about the disability, illness, injury or other circumstance and whether they feel that this is permanent or temporary. NATD would then make a decision about how to process the application. In the case of a permanent disability this would be processed as a reasonable adjustment and for a temporary illness or indisposition this would be processed as a special consideration.

Examples of special consideration could be:

- deferring the examination to a later date
- allowing an adjustment to the examination process – these could be similar in nature to those granted for reasonable adjustments

Applications for a special consideration to be taken into account must be made no later than 7 days prior to the assessment taking place. NATD will do its best to accommodate any special considerations however it may not always be possible to arrange for adjustments to be made in the timescales. In these cases it may be appropriate to defer the assessment to a later date.

Applications should include:

- Venue name (if applicable)
- Candidate name
- Type and level of examination
- Date of the examination/assessment
- Summary of the temporary illness or indisposition affecting the candidate's performance
- Any medical evidence to support the application

6.2 During an assessment

In some cases a candidate can be affected by an event which happens on the day of the examination or in the examination itself.

In the case of a candidate being late for an examination due to a temporary indisposition, examiners will usually be able to accommodate a change to the examination schedule to allow the candidate to take an examination later in the day.

Individual candidates who require a request for special considerations on the day of the examination should submit evidence to support their request to the examiner. Please note that the examiner is unable to make a decision straight away and NATD will be the final arbiter of whether special consideration will be granted. NATD will contact the teacher or the candidate directly to inform them of the outcome.

6.3 After the assessment

Teachers or candidates may in some cases apply for a special consideration after an assessment if there was a circumstance that affected the candidate's performance. Examples of special considerations which would be considered include:

- serious disturbance or disruption during the examination such as a fire alarm or power failure
- temporary illness, injury or indisposition either prior to or during the examination (but assuming that the candidate attempted to, or did, complete the examination, and did not elect to withdraw)
- illness during the examination of the examiner or music operator
- recent bereavement or terminal illness of a member of the candidate's family, close friend or pet
- serious and disruptive domestic crisis leading to acute anxiety

A candidate will not be eligible for special consideration due to:

- very minor disturbances during an examination which did not materially impact on their ability to demonstrate the requirements of the examination
- a permanent disability or difficulty which is known about at the time of entry to the examination (in these cases candidates should apply for reasonable adjustments)

Examples of special consideration could include:

- A free or discounted re-entry (for live stream or face to face examinations)

Teachers and/or candidates need to complete the form below and provide sufficient information to the NATD no later than 3 working days after the assessment.

Current Application form [4.5 Reasonable Adjustment Form 23.1.19 2](#)