



The British Council for Chinese Martial Arts

A Sports Council Recognized National Governing Body

Reasonable adjustments or special considerations Policy

Purpose

This policy is aimed at our Approved Training Centres (ATCs) and Learners' who are undertaking or have completed a CIMSPA Coach Profession Standard. We are committed to complying with all current and relevant regulation and legislation to the development, delivery, and award of our qualifications.

Our aim is to facilitate open access for all Learners' who are eligible for reasonable adjustments or special considerations for assessments, whilst ensuring the assessment of understanding, knowledge, skills, and competence is not compromised in any way for all of the protected characteristics within the Equality Act 2010, please refer to our Equal Opportunities Policy on our website for more information.

This policy will also be used by our staff to ensure they are dealing with all reasonable adjustments and special considerations requests in a fair and consistent manner.

This policy outlines the following:

- Arrangements for making reasonable adjustments and special considerations in relation to the delivery and assessment of CIMSPA Coach Professional Standard (**Coach**)
- How Learners' qualify for reasonable adjustments and special considerations
- Reasonable adjustments BCCMA training will accept and actions that are required prior to them being applied.
- What special considerations can be granted for Learners'.

Definition of a Reasonable Adjustment

A reasonable adjustment relates to any actions that help to reduce the effect of a disability or difficulty, which may place the Learner at a disadvantage during the delivery of a qualification or an assessment situation. They are applied to an assessment process for a qualification to enable a learner with a disability or difficulty to demonstrate their knowledge, skills, and understanding of the levels of attainment required in the qualification specification and assessment strategy.

When a reasonable adjustment has been applied, the work produced by the learner will be marked to the same standards and assessment requirements as the work assessed of the other learners.

Definition of a Special Consideration

Special consideration is a post assessment adjustment to the marks of a Learners' assessment result or rearrangement of an assessment time and/or date.

A special consideration can be granted after an assessment has taken place if a Learner may have been disadvantaged.

Policy

As an ATC, we expect the operations to adhere to relevant requirements, regulations, and legislation to promote fair access to assessment for all Learners'. The ATC should have policies and procedures in place which reflect the principles included within this policy.

Assessments should be a fair test of Learners' knowledge, skills, and ability. The standard format of assessment may not be suitable for all Learners', Our aim is that our assessments and qualifications do not prevent any Learners' from attaining them.

The BCCMA recognise that reasonable adjustments or special considerations may be required at the time of assessment where the following applies:

- Learners have a permanent disability or specific learning needs
- A Learner has a temporary disability, learning needs or medical condition
- Learners' are not available at the time of assessment due to a disability, learning need or medical condition.

Reasonable adjustments and special consideration arrangements are available to ensure all Learners' receive recognition of their achievement providing there is evidence that the equity, validity, and reliability of the assessments can be assured. These arrangements should not be used to make assessments easier for Learners' or give them a head start and should not disadvantage other Learners'.

All requests for reasonable adjustments and special considerations will be reviewed on an individual basis and all the information received will be considered.

For quality assurance purposes, when an adjustment has been made by an ATC evidence of this must be stored with the relevant course paperwork, in line with BCCMA's data retention requirements**

ATC's may reject requests in situations as follows:

- Reasonable adjustments must not invalidate the assessment requirements set out in the standard specification and assessment strategy
- The content and delivery of the chosen course of study would prevent the learner from fulfilling a major section of the course affecting the assessment criteria
- Must not give the Learner an unfair advantage compared to other Learners' for whom a reasonable adjustment has not been granted.

Procedure to Request a Reasonable Adjustment

ATC Co-ordinators, Tutors and Assessors must endeavour to identify Learner needs as soon as possible to request the appropriate adjustments are reviewed (where applicable), once approved these can be implemented.

The process for requesting access arrangements and the evidence required may vary dependent upon the standard's specification and assessment strategy, the Learners' circumstances and any other factors that need to be taken into consideration to ensure a fair process.

Reasonable adjustments may cover all the course content and not just the assessment.

All requests for reasonable adjustments and special considerations will be reviewed on an individual basis and all the information received will be considered.

The BCCMA training centre will not approve any adjustments that may compromise the assessment criteria and that may disadvantage other Learners'.

ATC Co-ordinators, Tutors and Assessors may assist Learners' in choosing an appropriate course of study, making them aware of the qualification specification and assessment requirements. Learners' may still decide to undertake / complete a qualification knowing they are unable to fulfil the assessment requirements; in this situation a certificate of attendance may be issued.

Failure to comply with this policy may constitute as malpractice resulting in disqualification of the Learner.

Principles of granting Special Considerations

Learners' must have attended the course for the appropriate amount of guided learning hours and have been fully prepared by the Tutor to take the assessment. If their performance in the assessment or in the production of coursework is affected by adverse circumstances beyond their control, a special consideration may be granted for a Learner if they have temporarily experienced any of the following:

- Illness or injury
- An event out of the Learners' control which has or is likely to have an impact on the Learners' ability to take an assessment or demonstrate their levels of attainment during the assessment.

Any special considerations granted must:

- Treat all Learners' fairly
- Require the learner to fully meet the assessment criteria
- Maintain the relevance, reliability and comparability of the assessment.

They must not invalidate the assessment requirements set out in the qualification specification and assessment strategy.

Special considerations should not give the Learner an unfair advantage, neither should it mislead an employer / training provider regarding the Learners' achievements for certification. The Learners' results must reflect the achievement in assessment and not their potential ability.

If a special consideration is granted this may result in a post-assessment adjustment to the marks of the Learners' results. The adjustment will depend on the circumstances and reflect the difficulty faced by the Learner.

Note to centres: It may not be possible to grant a special consideration where an assessment requires the Learner to demonstrate practical competence or when assessment criteria must be fully met, or in a case the qualifications confer a license to practice.

Procedure to request a Special Consideration

Following an assessment, an ATC Co-ordinator, Tutor, or Assessor may wish to submit a reasonable adjustment and special consideration form, in recognition of the difficulty a Learner has encountered. The Safety Training Awards reasonable adjustments and special considerations form is available to complete and submit via the ATCs synergy record. This should be submitted with all the paperwork at the end of the course within 7 working days of the assessment decisions being made.

Please indicate on the form the exact nature of the adverse condition(s) that you consider make the Learner eligible for a special consideration, supply copies of any appropriate evidence to support the request and securely upload to the synergy form prior to submitting it to the BCCMA's Chairman.

Please note that there will be occasions when Learners' are too unwell or distressed to complete an assessment and occasionally they may under perform. All requests for special considerations will be reviewed on an individual basis and all the evidence received will be considered.

If the request for a special consideration is successful, the Learners' performance will be reviewed based on the evidence that was submitted. A successful request of a special consideration will not necessarily change the assessment result.

Special considerations that may compromise the assessment criteria and that may disadvantage other Learners'. Will not be approved. Failure to comply with this policy may constitute as malpractice resulting in disqualification of the Learner.

Approved Training Centre (ATC) Responsibility

It is important that all ATC personnel involved in the management, assessment, and quality assurance , are fully aware of the contents within this policy and ensure their Learners' are made aware of the policy when undertaking or completing any of our qualifications.

When an EQA visits an ATC, they may ask personnel and Learners' some questions to identify if they are aware of the policies contents and purpose.

Appeals

If you wish to appeal against the decision to decline a request for a reasonable adjustment or special consideration, please refer to the enquiries and appeal policy, this is available on our website or you can request a copy by contacting us.

Monitoring and Review

This policy and its procedures will be reviewed regularly for improvements as part of our quality assurance requirements. This will ensure it is fit for purpose, reflects the services we deliver to our approved training centres and we provide services which are relevant to the requirements of individual needs.