REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS POLICY

Policy Owner: Head Office – Quality, Standards & Compliance
Approval Body: Grand Council
Operational Oversight: Examinations & Standards Committee
Applies to: All I-PATH qualifications (regulated and unregulated)
Review Cycle: Annual, or following regulatory or operational change

1. Purpose of the Policy

This policy sets out how International Performing Arts & Theatre Limited (I-PATH) ensures that learners are not disadvantaged in assessment as a result of disability, learning difficulty, illness, injury, or other unforeseen circumstances, while maintaining the validity, reliability and integrity of its qualifications.

The policy explains:

- how Reasonable Adjustments are requested, considered and implemented
- how Special Consideration is applied where circumstances arise close to, or at the time of, assessment
- how decisions are governed, recorded and reviewed

This policy aligns with Ofqual's General Conditions of Recognition, in particular Section G - Setting and Delivering the Assessment, which requires awarding bodies to ensure that assessments are fair, accessible, and do not give unfair advantage or misrepresent attainment.

2. Key Principles

I-PATH applies the following principles at all times:

- learners must have a fair opportunity to demonstrate their knowledge, skills and understanding
- reasonable adjustments and special consideration must not compromise the assessment objectives
- arrangements must not give an unfair advantage over other learners
- outcomes must accurately reflect learner attainment
- decisions must be consistent, evidence-based and auditable
- arrangements must be proportionate to the qualification and assessment format
- safeguarding, learner welfare and safety take precedence in performance-based assessments

3. Definitions

3.1 Reasonable Adjustments

Arrangements made in advance of an assessment to reduce the impact of a known disability, learning difficulty, physical condition or long-term medical need, without altering the assessment standard.

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3.2 Special Consideration

A post-assessment adjustment or mitigation applied where a learner's performance is affected by temporary or unforeseen circumstances at or near the time of the examination.

3.3 External Examiner

An I-PATH-appointed examiner who assesses the learner directly against published assessment criteria and makes grading decisions.

4. Responsibility and Governance

4.1 Centres and Teachers

Centres and teachers are responsible for:

- identifying learners who may require support
- submitting requests within required timescales
- ensuring requested arrangements reflect the learner's usual way of working
- providing accurate and complete information

4.2 I-PATH Head Office

Head Office:

- receives and reviews all applications
- determines whether requests are appropriate and proportionate
- communicates approved arrangements to centres and examiners
- maintains secure records and audit trails
- escalates complex cases to the Examinations & Standards Committee

4.3 Examinations & Standards Committee

The Examinations & Standards Committee:

- considers cases where approval is unclear or contested
- ensures consistency of approach across qualifications
- confirms that any agreed adjustment protects assessment validity
- recommends alternative qualification routes where appropriate

4.4 Grand Council

The Grand Council:

- approves this policy
- provides strategic oversight
- considers escalated matters only where required

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5. Reasonable Adjustments - Process and Requirements

5.1 Application Process

Centres or teachers must:

1. Notify I-PATH at the point of booking, and at least six weeks before the requested examination date, via the Reasonable Adjustments form on the I-PATH website
2. Provide full details of the learner's needs and the requested adjustment
3. Submit supporting evidence where relevant

Late applications may not be accepted unless exceptional circumstances apply.

5.2 Consideration and Decision-Making

Upon receipt, I-PATH Head Office will:

- review the request against the assessment requirements
- consider whether the proposed adjustment enables access without changing what is being assessed
- consider the learner's usual way of working
- assess impact on validity, reliability and comparability

Where Head Office agrees the request:

- written confirmation is issued to the centre/teacher
- the approved arrangement is communicated to the External Examiner

Where the request raises concerns about validity or feasibility:

- the case is referred to the Examinations & Standards Committee
- alternative, proportionate arrangements are identified
- a proposed solution is presented to the centre/teacher

5.3 Alternative Assessment Routes

Where a standard graded examination cannot be delivered validly with reasonable adjustment, I-PATH may recommend an alternative route that maintains inclusion while protecting standards, including:

- **Unregulated Guided Graded Examination**
  The learner completes the full assessment content in a supported classroom-based environment, led by the teacher.
- **Unregulated Graded Achievement Award**
  The learner demonstrates attainment through a smaller selection of exercises aligned to the qualification outcomes.

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These routes ensure learners remain supported while avoiding misrepresentation of regulated assessment outcomes.

5.4 Record-Keeping and Audit

I-PATH:

- retains copies of all applications, decisions and communications
- maintains a secure record of approved arrangements
- shares records with the awarding organisation as part of annual audit and review processes

6. Evidence Requirements

Evidence may include (where appropriate):

- medical or professional documentation
- diagnostic reports
- Education, Health and Care Plans
- historical evidence of support provided during learning

Possession of an Education, Health and Care Plan does not automatically entitle a learner to a reasonable adjustment. Decisions are based on the impact on assessment, not the diagnosis alone.

7. Special Consideration

7.1 When Special Consideration Applies

Special consideration may be applied where:

- illness, injury or bereavement occurs close to the examination
- serious disruption affects the assessment environment
- previously agreed reasonable adjustments prove insufficient

Special consideration is not applied where:

- absence is due to personal arrangements
- circumstances were known in advance and could reasonably have been managed
- insufficient evidence is provided

7.2 Application Process

Centres or teachers must:

- notify the examiner and I-PATH as soon as reasonably possible
- submit a Special Consideration request within three working days of the assessment
- provide supporting evidence

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7.3 Outcomes

Following review, I-PATH may:

- apply a proportionate adjustment to the result
- consider alternative evidence of attainment
- determine that no adjustment is appropriate

All decisions are documented and quality-assured.

8. Safeguarding and Safety

In performance-based assessments:

- safety of the learner, examiner and others is paramount
- where a safety risk is identified, the examiner may pause or terminate the assessment and notify Head Office immediately
- alternative arrangements or assessment routes will then be considered

9. Appeals and Complaints

Decisions relating to Reasonable Adjustments or Special Consideration may be challenged through the I-PATH Complaints Procedure. Appeals relating to grades must follow the Academic Appeals process.

10. Related Policies

This policy should be read alongside:

- SEND Policy
- Equality, Diversity and Inclusion Policy
- Assessment Policy
- Academic Appeals Policy

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