

**Reasonable Adjustments and Special Considerations sheet**

**Use this Form if you need to make a Reasonable Adjustment or apply Special Considerations to a candidate  
(For ProTrainings courses please use the appropriate ProTrainings Form)**

<b>Course &amp; location</b>	_____	<b>Date</b>	_____
<b>Instructor name</b>	_____		
<b>Candidate name</b>	_____		

See Reverse for what constitutes a Reasonable Adjustment and a Special Consideration. See our Website for our actual Policy.

<b>Reasonable Adjustment / Special Consideration (delete as applicable)</b>		
<b>Discussion points</b>		
<b>Discussion minutes and actions</b>		
Candidate Sign and print name		
Instructor Sign and print name		
<b>Follow up notes</b>	<b>Name</b>	<b>Date</b>

## Reasonable Adjustments

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. It is made to an assessment for a qualification to enable a disadvantaged learner to demonstrate his or her knowledge, skills and understanding of the levels of attainment required by the specification for that qualification.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
  - adapting assessment materials, such as providing materials in Braille
  - providing assistance during assessment, such as a sign language interpreter or a reader
  - re-organising the assessment room, such as removing visual stimuli for an autistic learner
  - changing the assessment method, for example from a written assessment to a spoken assessment
  - using assistive technology, such as screen reading or voice activated software
  - providing the mechanism to have different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different coloured paper for paper-based assessments
  - providing and allowing different coloured transparencies with which to view assessment papers
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## Special Considerations

Special consideration can be applied after an assessment if there was a reason the learner may have been disadvantaged during the assessment.

For example, special consideration could apply to a learner who has temporarily experienced:

- an illness or injury
- some other event outside of their control such as a Fire Alarm going off.