**Reasonable Adjustments and Special Considerations Policy**

**Scope**

This position statement aims to ensure that there are no unnecessary barriers to assessment, and to ensure requirements and methods used are sufficiently flexible to enable the widest range of learners to fairly and reliably demonstrate competence. Therefore it applies to Dorset County FA staff, external quality assurers, internal quality assurers, FA affiliate tutors, learners and relevant third parties.

**Objective**

The objective of this position statement is to identify the arrangements that can be put in place for learners with a disability or other difficulties and to specify the process to follow to make a request.

**Definition**

**Reasonable Adjustment to Assessment** are adjustments made prior to the delivery of a qualification and should be in place before a learner takes an assessment to enable a learner with particular needs to demonstrate their knowledge, skill and understanding to the levels of attainment required by the specification for that qualification.

**Special Considerations** are defined by 1st 4 Sport Qualifications as the implementation of arrangements given to learners who have temporarily experienced an illness, injury or some other event outside of their control which has affected their ability to take an assessment or demonstrate their level of attainment in assessment.

Examples of potential Reasonable Adjustments to Assessment may include:

* A learner has provided evidence that they have dyslexia, and require additional time during written assessments.
* A learner has a sight sensitive recognition and requires all resources to be printed on specific coloured paper to help them read the content.

Examples of potential Special Considerations may include:

* A learner is diagnosed with an illness that will affect their attendance on a qualification and prevent them completing within their registration period.
* A learner missed a component of the assessment or was not present at the time of assessment due to circumstances beyond their control.

**Dorset County FA Process for Requesting an Arrangement**

Below is the process to be followed when making a request for special considerations/ reasonable adjustments.

Special considerations need to be requested no later than 20 working days after the registration expiry date.

Reasonable adjustments to Assessment should be requested at the start of the learner’s programme, ensuring all arrangements are made prior to any assessment taking place. It is the learner’s responsibility to declare any requirements for adjustments on application to the course as, if they are declared at a later date Dorset County FA may not be able to accommodate them.