



### **Access to Assessment Arrangements**

Sheffield & Hallamshire County FA is committed to providing ongoing support to learners with particular requirements to prevent any discrimination. We provide accessible services to learners through reasonable adjustments to assessment and applying for special consideration where these are required, to support learners completing each course to their full ability.

Access arrangements ensure that the conduct of reasonable adjustments and special considerations reduce substantial disadvantage caused due to a learner's disability or difficulty. In accordance with the Equality Act 2010, we have a commitment to provide access for learners with particular needs to prevent discrimination in the delivery of qualifications and the assessment of learners.

### **Reasonable Adjustments**

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

It is the learner's responsibility to make the centre aware of any required reasonable adjustments to assessment. The centre will then apply for approval from the 1st4sport Qualifications Compliance and Risk Team.

### **Special Considerations**

Special Considerations are an arrangement put in place at the time of an assessment to allow competence to be demonstrated by learners who have been disadvantaged due to a temporarily experienced illness, injury or an adverse effect outside of the learners control.

To ensure that we can assist learners in managing their individual situation and create an accessible learning and assessment environment for all we intend to:

- Ensure this equality and diversity policy is understood and complied with by any personnel involved in assessment and also by learners.
- Promote equality within of each learning programme and in the conduct of all qualification assessments.
- Adhere to related procedures and regulations regarding reasonable adjustments and special consideration; requesting permission to grant these for each learner from 1st4sport Qualifications.
- Ensure buildings and assessment sites used for delivery and assessment are accessible to all learners, as far as is practicable.
- Ensure appropriate equipment/personnel (including technological equipment or any assistant personnel, i.e. reader, scribe, practical assistant, etc.) is available for selected adjustments to delivery and/or assessment.

**Sheffield & Hallamshire County FA**  
**Reasonable Adjustments &  
Special Considerations Policy**



- Use assistive equipment and personnel within the reasonable adjustments framework, as outlined by 1st4sport Qualifications, without disadvantaging others who are not affected by particular requirements.

**Procedure to Request a Reasonable Adjustment or Special Consideration**

The following procedure should be followed by learners when they are requesting a reasonable adjustment to assessment or special consideration. The Designated Equality and Diversity Officer will then review this, before submitting onto 1st4sport Qualifications.

