
Reasonable Adjustments & Special Considerations

Policies & Procedures

bbodance 2025-26

bbodance is committed to providing fair and equitable access to its qualifications for all candidates. This policy details our procedures for implementing Reasonable Adjustments and Special Considerations to ensure that no candidate is put at a disadvantage during the assessment process. This policy has been developed in consideration of the Equality Act 2010, and the Conditions of Recognition for Ofqual and Qualification Wales.

This policy applies to all bbodance staff, examiners, teachers, and candidates involved in the assessment of our regulated qualifications.

Assessment Practice is based on the following principles:

1. Safeguarding of the health and safety and well-being of all candidates
2. Setting of suitable targets for achievement
3. Responding to diverse learning needs of students
4. Removing potential barriers to learning and assessment for individuals and groups of students

Definitions

- **Reasonable Adjustment:** A modification to the standard assessment arrangements that helps to reduce or remove a substantial disadvantage caused by a permanent disability or difficulty, as defined by the Equality Act 2010. These adjustments must be authorized by bbodance in advance of the assessment.
- **Special Consideration:** A small post-assessment adjustment to a mark, grade, or outcome for a candidate who has been temporarily affected by an illness, injury, or other adverse circumstance at the time of the assessment. This is not governed by the Equality Act and is distinct from a Reasonable Adjustment.

Overarching Principles

bbodance will ensure that any adjustment or consideration made:

- Does not compromise the integrity, validity, or reliability of the assessment.
- Does not give a candidate an unfair advantage over other candidates.
- Does not alter the specified level of attainment or the competence standards for the qualification.
- Is proportionate to the disadvantage faced by the candidate.
- Reflects the candidate's normal way of working, where applicable.

Eligibility for Reasonable Adjustments

Candidates are normally eligible if their ability to undertake an assessment is likely to be substantially affected by a particular condition or impairment which is understood to be permanent, including those defined as disabled under the Equality Act 2010. Some candidates not formally registered as disabled may also be considered.

4.2. Roles and Responsibilities

- **The Teacher:** Has primary responsibility for anticipating and identifying potential needs for reasonable adjustments in advance of an examination. They must discuss the candidate's needs with them and their parents/guardians, select the most appropriate examination, and submit the application with supporting evidence. The teacher is also responsible for ensuring the candidate is prepared for the adjusted assessment and that any premises used are accessible.
- **bbodance:** Is responsible for reviewing applications, authorising appropriate adjustments, and communicating the decision to the Teacher. bbodance will inform the Examiner that an adjustment has been made, using all of the evidence provided, to assist the Examiner in conducting the examination in a supportive manner.

4.3. Application and Evidence

- **Application Process:** An application for a reasonable adjustment must be made well in advance of, and ideally no less than 4 weeks before, the examination date using the designated form via ExamTrack. Requests will not be considered if submitted on the day of the examination.
- **Supporting Evidence:** Applications must be supported by sufficient, valid, reliable, and current evidence to justify the request. This evidence should typically include:
 - An assessment of the candidate's needs in relation to the specific assessment, made by the Teacher or another responsible person, indicating how the Teacher currently meets the candidate's needs and confirming the candidate can cope with the level and content of the examination.
 - Medical, psychological, or professional reports from an appropriately qualified individual, dated within the last twelve months. These reports should state the name, title, and professional credentials of the person who carried out the assessment, and set out the nature and extent of the difficulty.
- **Consent:** Under Data Protection Act 2018 / GDPR, explicit consent from the named individual (or their parent/guardian if under 18) is required, by submitting an application, the Teacher is confirming that they have consent for bbodance to collect or process health-related data. Medical evidence, while helpful, is not a mandatory requirement but may assist in reaching a decision.

4.4. Types of Reasonable Adjustments

Depending on the specific disability and the requirements of the qualification, bbodance may grant adjustments such as (this list is not exhaustive):

- **Extra Time:** For candidates whose processing speed is affected (e.g., due to dyslexia), typically 25% or up to 50% in exceptional cases.
- **Changes to Choreography:** For candidates who have a limited range of motion, ensuring that safe technique can be shown. For example, removing kneeling, altering timing or floor patterns or demonstrating on one side only.
- **Supervised Rest Breaks:** Incorporated into the examination format (e.g., between exercises), ensuring no disadvantage to other candidates.
- **Communication Professional:** For candidates with hearing impairment, to sign instructions or directions. The Communication Professional must be appropriately qualified and not the candidate's teacher, relative, friend, or peer.
- **Alternative Assessment Arrangements:**
 - Modification of the layout of the examination room.
 - Allowing the candidate to be examined on their own.
 - Allowing another adult (e.g., Teaching Assistant or non-assessed candidate) to be present in the examination room for comfort, provided they do not involve themselves in the examination.

4.5. Decision and Communication

Once a decision has been taken by the Quality Assurance and Regulatory Advisor, this will be communicated to the Teacher, confirming whether the application for Reasonable Adjustment has been successful and what adjustments should be made to the Examination Session. The Examiner will be informed that an adjustment has been

Special Considerations

Special considerations are for temporary circumstances outside a candidate's control that have had, or are reasonably likely to have had, a material effect on their ability to take an assessment or demonstrate their level of attainment.

Eligibility for Special Considerations

A candidate will not normally be eligible for special consideration due to:

- Very minor disturbances that did not materially impact performance.
- A permanent disability or difficulty which is known about at the time of entry (these should be addressed via Reasonable Adjustments).

5.2. Application Process

Special considerations can be applied for before, during, or after an examination:

- **Before the examination:** If a candidate suffers a temporary condition (e.g., a broken arm) before the examination, the Teacher should contact bbodance to discuss options, which may include deferring the examination to a later date or applying for an adjustment similar to a reasonable adjustment (if appropriate and temporary).
- **During the examination:** If a candidate is affected on the day of the examination, the bbodance Registered Teacher must complete a Special Consideration form on the day and provide it to the Examiner. The Examiner will take this into account and record any additional marks via ExamTrack. Rescheduling on the same day may be considered by the examiner.
- **After the examination:** Applications for special consideration may be submitted after the examination if a circumstance affected the candidate's performance. Examples include serious disturbance during the exam (e.g., fire alarm), temporary illness/injury during the exam, illness of Examiner, recent bereavement, or serious domestic crisis.

Outcomes of Special Considerations

Based on the circumstances and evidence, a special consideration may result in a small post-assessment adjustment of the mark (upto 10 marks). The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the candidate. The final judgment and mark adjustment will be made by the Examiner.

Appeals

If an application for a reasonable adjustment is denied, or if you are dissatisfied with the outcome of a special consideration, please refer to the bbodance Complaints Policy which outlines the appeals procedure.

Date of next review: August 2026