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## **Reasonable Adjustments & Special Considerations**

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### **Policies & Procedures**

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**bbodance 2024-25**

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bbodance is committed to the promotion of diversity and equality of opportunity. It places a duty on all involved in the assessment of candidates to use and promote methods and procedures that enable students to optimise opportunities to realise their potential and take pride in their achievement. One example of this in assessment is the use of Reasonable Adjustments and Special Considerations

In order to promote diversity and equality and adhere to current Disability Discrimination legislation bbodance provides open access to learners who are eligible for Reasonable Adjustments without compromising the assessment of the required skills, knowledge and understanding.

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

### **Definition of Reasonable Adjustment**

A Reasonable Adjustment is defined as an action that will reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage during assessments.

Reasonable Adjustments do not affect the integrity of the assessment but may involve, in the case of graded and vocational graded examinations, practical considerations in the way the examination is organised or carried out.

The candidate must be informed and advised by the Teacher regarding the nature of the target examination making sure that it meets their needs and provides suitable progression. In addition candidates should be informed of the support that is available from bbodance e.g. syllabus transcripts, films, etc. to facilitate access to examination, particularly in the case of higher level vocational examinations. If as a result of discussion with the potential candidate it is decided that the complete requirements of assessment cannot be met then she/he should be aware of:

- The range of options available, including any Reasonable Adjustments to enable demonstration of attainment in all areas
- Any alternative progression as a result of not achieving certain outcomes

### **Eligibility for Reasonable Adjustments**

bbodance recognizes that disabilities are of a diverse nature and invites registered teachers to use their experience to support access to qualifications by use of the Reasonable Adjustment procedures without compromising the assessment of the skills, knowledge, understanding or performance being measured. The same standard of assessment will apply to all candidates regardless of the use of Reasonable Adjustments.

A learner does not have to be disabled as defined by the Disability Discrimination Act 1995 (DDA) to qualify for Reasonable Adjustment; nor will every learner who is disabled be entitled to Reasonable Adjustment. Allowing Reasonable Adjustments is dependent on learner needs and the extent to which they can facilitate the removal of barriers to fair assessment. Adjustment measures must not:

- Affect the validity or reliability of assessment
- Give learners in question unfair advantage over other learners undertaking similar assessment
- Influence the final outcome of assessment decisions

If Reasonable Adjustment forms are given to the Examiner on the Examination day, they will not be taken into consideration.

## Procedures

Reasonable Adjustment arrangements must be approved before an assessment. Head Office must be informed as soon as possible so that arrangements, if required, can be made. This allows adequate time to make any relevant adjustments to the Examination Session.

Teachers should discuss any Reasonable Adjustment needs with candidates and parents in advance of an examination application and provide documentation stating the reasons for a Reasonable Adjustments.

1. The completed application request is made to bbodance, via ExamTrack, providing the reason for the request, including medical evidence if necessary, and suggested candidate requirements which could include the following:
  - Allowance of extra time for assessment
  - Allocation of a particular space to allow candidate optimum view of the Examiner
  - Allowance for a solo assessment
  - Allowance of amendments to choreography
  - Use of a different assessment location
  - Use of additional materials
  - Use of British Sign Language if available
  - Translator if English is not the candidates first language if available
2. Once a decision has been taken by the Examinations department, this will be communicated to the Teacher letting them know if the application for Reasonable Adjustment has been successful and if so what adjustments should be made to the Examination Session
3. The Examiner is then informed that there has been an adjustment made to the Examination Session

## Definition of Special Considerations

Special Considerations are different to Reasonable Adjustments as they apply to a disadvantage that occurs to the candidate either just before or during the assessment. Reasons for Special Consideration could be temporary illness, injury or adverse circumstances at the time of assessment. This is also applicable for long term illnesses, disabilities or learning difficulties that do not require the exam session to be changed (Reasonable Adjustment). This procedure is designed to uphold the principle of fair assessment and cannot be used to promote the advantage of one learner over another. Neither can it be used to make the difference between pass and unsuccessful.

## Procedures

1. The Teachers section of the Special Consideration form should be completed on the examination day by the bbodance Registered Teacher explaining the possible disadvantaged the candidate experienced. This document must then be given to the Examiner
2. Special Considerations will be taken into account by the Examiner, will be recorded via ExamTrack, and the form sent to the bbodance Examinations Department
3. Rescheduling on the same day could be considered as an option, this decision is made by the Examiner

## Post Examination

Following the Examination, the Examiner will communicate any submitted Special Consideration to the bbodance Examinations Department. If a candidate has been disadvantaged by temporary illness, injury or adverse circumstances the following could apply:

- Special Considerations may result in a small post-assessment adjustment of the mark. The size of the adjustment will depend on the circumstances during the assessment and will reflect the difficulty faced by the learner. The final judgement and mark will be made by the Examiner
- Teacher could be offered the opportunity to reschedule the candidate to a later Examination Session

***Date of next review: August 2025***