

## Access Arrangements and Special Consideration Policy

OMG Education (OMG) supports learners with a diverse range of disabilities in order for them to have an equal opportunity to succeed. OMG complies with the Disability Discrimination Act 1995 and the amendments to the Act and will not tolerate discrimination based on disability. We adhere to the principles of the Disability Discrimination Act to allow fair access for our learners to curriculum courses or qualifications.

We aim to facilitate open access for learners who are eligible for some reasonable adjustments and/or special consideration in assessments without compromising the assessment of the skills, knowledge, understanding or competence being measured. This will be achieved in two ways:

1. Firstly, reasonable adjustment is agreed upon at the pre-assessment planning stage and is any action that helps to reduce the effect of a disability or difficulty, which places the learner at a substantial disadvantage in the assessment situation. Reasonable adjustments will not affect the reliability or validity of assessment outcomes or give the learner an assessment advantage over other learners undertaking the same or similar assessments.
2. Secondly, through special consideration, this post-assessment allowance reflects temporary illness, injury or indisposition that occurred at the assessment time. Any special consideration granted can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised.

### Reasonable Adjustments

Reasonable adjustments may involve the following:

- Changing usual assessment arrangements, including time allowance
- Adapting assessment materials – providing assessment material in large format, Braille, supplying coloured overlays, assessment material on coloured paper or in audio format
- Providing assistance during assessment - readers/scribes, practical assistants/transcribers or prompters
- Re-organising the physical environment in which the assessment takes place or providing an alternative assessment location
- Changing or adapting the assessment method
- Using assistive technology

Reasonable adjustments must be approved by the relevant awarding body and set in place before the assessment commences. The work submitted following a reasonable adjustment will be assessed in the same way as the work from other learners.

Not all adjustments granted for specific examinations will be reasonable, permissible or practical in particular situations. The learner may not need or be allowed the same adjustment for all assessments.

OMG will endeavour to put in place any reasonable adjustments that may be necessary to enable learners to achieve and will make clear any restrictions on progression routes that may occur as a result of not achieving certain outcomes.

Not every learner who is disabled or has a specific learning difficulty will be entitled to a reasonable adjustment, as allowing reasonable adjustment is dependent upon how it will facilitate access for that learner.

All reasonable adjustments will be transparent and unbiased, recorded on relevant documentation and will be kept on record in compliance with JCQ regulations. It is the responsibility of the Examinations Officer to ensure that any access arrangements implemented by the centre on behalf of a learner are based on firm evidence that there is a barrier to assessment at the time of examination.

The recruitment process includes the lead tutors and SENCo, assessing each potential learner and making justifiable and professional judgments about the learner's potential to successfully complete the course and achieve the qualification. Such assessment will identify, where appropriate, the support that will be made available to the learner to facilitate access to the assessment. Where the recruitment process identifies that the learner may not be able to achieve all parts of the assessment for the selected qualification, this will be communicated clearly to the learner. The learner may still decide to proceed with studying a particular qualification and not be entered for all or part of the assessment.

### **Special Considerations**

Special consideration is given following an assessment for a learner who was prepared for and present at an assessment but may have been disadvantaged by temporary illness, injury or adverse circumstances that have arisen at or near the time of assessment. Special consideration cannot give the learner an unfair advantage but should be granted when their performance in an assessment is affected by circumstances beyond their control, e.g. recent personal illness, accident, bereavement or serious disturbance during the assessment.

In order to apply for special consideration, the evidence must be supplied by a learner and then by OMG as a centre to the awarding body, accompanied by the relevant paperwork.

All applications for special consideration will only be made on a case-by-case basis, and therefore separate applications will be made for each learner. The only exception to this is where a group of learners have been affected by a similar circumstance, such as a fire alarm during an assessment; in this case, a group application will be made with a list of affected learners attached to the application and a statement from the invigilator.