

## **MDR Training (UK) Limited**

### **Reasonable Adjustments and Special Considerations Policy**

#### **Purpose & Scope**

MDR Training (UK) Limited offers both internally developed and certificated courses and fully regulated qualifications and assessments, accredited by Awarding Organisations.

The purpose of this policy is to outline the process which must be followed by MDR Training (UK) Staff and Learners when making a request for a reasonable adjustment or special consideration and how such a request will be considered by MDR Training (UK).

The process described will ensure that MDR Training (UK) continues to meet its obligations as an Approved Centre of any Awarding Organisation, as well as all applicable Equalities Laws and regulations, in particular the Equalities Act 2010.

#### **Data Protection**

The information provided will be processed in accordance with the current data protection legislation and regulation. Data will be processed only to ensure that all persons to whom this policy relates act in the best interests of the Learners, MDR Training (UK) and the Awarding Organisation.

The information provided will not be used for any other purpose. Please note that we treat all records of reasonable adjustments and special consideration arrangements in confidence and will not make details available to any other parties, with the exception of the Awarding Organisation, in relation to regulated qualifications we offer under our Approved Centre status with them.

#### **Definition**

In respect of reasonable adjustments, MDR Training (UK) has set this policy based on the requirements for all regulated qualifications and will apply this to all courses and qualifications it offers, regardless of whether it is regulated or not.

Under **Ofqual's Condition of Recognition**, Condition G6.1 states:

"Reasonable Adjustments are adjustments made to an assessment for a qualification so as to enable a disabled Learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the specification for that qualification."

Reasonable adjustments therefore help to reduce the effect of a disability or difficulty that places the Learner at a significant disadvantage in the assessment situation.

Reasonable adjustments made may involve:

- making changes for individuals to the standard assessment arrangements, for example allowing Learners extra time to complete the assessment.
- adapting assessment materials, such as providing materials in large print or Braille for those with visual impairments.
- providing access facilitators during assessment, such as a sign language interpreter or a reader

Where reasonable adjustments are made, these must:

- not affect the integrity of the award.
- reflect the current needs of the individual Learner.
- not give the Learner an unfair advantage over other Learners.
- ensure that the examination continues to be valid, reliable and comparable against stated examination criteria.

In respect of special considerations, **Ofqual's Condition of Recognition**, Condition G7.1 states:

“Special Consideration is consideration to be given to a Learner who has temporarily experienced: (a) an illness or injury, or (b) some other event outside of the Learner's control, which has had, or is reasonably likely to have had, a material effect on that Learner's ability to take an assessment or demonstrate his or her level of attainment in an assessment.”

Special considerations are therefore given when unforeseen circumstances prevent the Learner from attending or completing their assignments for assessment within the stated timescales, such as temporary illness, injury or bereavement.

### **Reasonable Adjustments Process**

Learners requesting reasonable adjustments must provide MDR Training (UK) with evidence of their specific needs. Where the request is in respect of a regulated qualification, this information and evidence may be shared with the Awarding Organisation.

All requests for reasonable adjustments must be received at MDR Training (UK) at the time of booking of a course or assessment. This is to ensure that any necessary arrangements have been put into place in advance of any course or assessment and to allow for the provision of additional support or adjustments during the exam/assessment.

The following are examples of conditions which may require reasonable adjustments and what those adjustments may be. Please note that this list is not exhaustive:

#### Learners with Visual Impairment

- Large print or Braille course material/exam papers
- Extra time allocated for exams/assessments
- Allowing readers and/or scribes

#### Learners with Reading, Writing or Learning Difficulties

- Extra time allocated for assignments
- Dictation via Audio-cassettes
- Word-processing or transcription software
- Coloured fonts, backgrounds, paper or overlays for course material Learners who have a permanent physical impairment
- Reader, scribe and/or interpreter
- Mechanical/electronic aids or software

Every request for a reasonable adjustment will be considered on a case-by-case basis by MDR Training (UK) and, where appropriate, the Awarding Organisation. What is reasonable in terms of an adjustment to the assessment will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment.

## **Special Considerations Process**

Special consideration is given to events or circumstances beyond the Learner's control, which may affect the Learner's performance in an exam/assessment.

Examples of events that attract special consideration would be:

- Temporary illness
- Injury to self or an immediate family member
- Bereavement
- Mental health issues

MDR Training (UK) reserves the right to request evidence of the reason given for the special consideration being made.

All requests for special consideration must be received by MDR Training (UK) immediately before, during or within 1 working day (24 hours) of the assessment taking place.

Please note that the requirements for special considerations to be allowed will depend on the qualification or course being studied by the Learner.

## **Submitting Requests for Reasonable Adjustments or Special Considerations**

Learners must inform MDR Training (UK) at the time of course/assessment booking of any Reasonable Adjustments which may be required.

Special Considerations must be put in writing immediately prior to or within 1 working day (24 hours) of the assessment taking place.

Each request should include the following information:

- The nature of the Learner's disability/learning need/reason for special consideration
- Details of the adjustments being requested.
- Any supporting evidence or a copy of the evidence.

Please email the request for reasonable adjustments or special consideration to the Head of Centre, [kevinhomer@mdrtraininguk.com](mailto:kevinhomer@mdrtraininguk.com).

When we receive the request, where applicable we will pass this on to the Awarding Organisation, otherwise we will consider the matter ourselves. We will always strive to inform the Learner of the decision that has been made within 3 working days for reasonable adjustments or within 2 working days for special considerations.

If it will take longer than this to make a decision, we will inform the Learner and indicate a timescale for the decision.

## **Evidence requirements**

Learners requiring arrangements for reasonable adjustments should provide MDR Training (UK) with evidence of their learning needs or medical condition. We will ensure that the evidence is current and relevant to the Learner who has made the request.

Examples of evidence could be a relevant diagnostic report or statement of learning needs or medical condition from appropriately qualified personnel.

Requests for special consideration should be supported by evidence of the temporary illness or injury, such as a doctor's or hospital 'Fit Note'.

If the request is for other reasons, such as bereavement, MDR Training (UK) reserves the right to request evidence in some circumstances.

### **Appeals**

If Learners wish to appeal against the decision by MDR Training (UK) or, where applicable, the Awarding Organisation, to decline requests for reasonable adjustments or special consideration arrangements, please refer to our Appeals Policy, available to download from our website at [www.mdrtraininguk.com](http://www.mdrtraininguk.com)

### **Review**

MDR Training (UK) will ensure that guidance from the Awarding Organisation or changes in regulation, legislation or other relevant industry standards are reviewed and the policy is updated to comply with best practice.

This policy will be reviewed at least annually or earlier as required.