

# ST THOMAS MORE CATHOLIC SCHOOL

## POLICY ON: BCS Exam Board: Reasonable Adjustments and Special Considerations Policy

**School Mission Statement:** *“To guide and encourage students to be responsible, caring and confident in a climate of Gospel values where they can realise their full potential and celebrate each other’s success”.*

### Reasonable Adjustments and Special Considerations Policy

#### 1. Reasonable Adjustments and Special Considerations Policy BCS

- 1.1 This policy is for the Staff and Learners at St Thomas More Catholic School and provides information concerning the defining and applying of reasonable adjustments and special consideration when undertaking BCS qualifications at St Thomas More Catholic School.

#### 2. Definition of reasonable adjustments

- 2.1 A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. It is made to an assessment for a qualification to enable a disadvantaged learner to demonstrate his or her knowledge, skills and understanding of the levels of attainment required by the specification for that qualification.
- 2.2 Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:
- Changing the usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
  - Adapting assessment materials, such as providing materials in Braille.
  - Providing assistance during assessment, such as a sign language interpreter or a reader
  - Re-organising the assessment room, such as removing visual stimuli for an autistic learner
  - Prompting the Learner to bring them back on task
  - Changing the assessment method, for example from a written assessment to a spoken assessment
  - Using assistive technology, such as screen reading or voice activated software
  - Providing the mechanism to have different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different coloured paper for paper-based assessments
  - Providing and allowing different coloured transparencies with which to view assessment papers.
- 2.3 Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the learner access

to the qualification. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work.

- 2.4 BCS and St Thomas More Catholic School are only required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration.

### **3. Principles of making reasonable adjustments**

- 3.1 St Thomas More Catholic School will base decisions on making reasonable adjustments for Learners on the rigorous system of assessing needs and making Access Arrangements for JCQ regulations used by the main examination bodied. This will take into account the Learner's normal way of working and access arrangements and is the responsibility of the St Thomas More Catholic School SENCO and the Examinations Officer, but will also consider the demands of the on-line testing system used for BCS qualifications in St Thomas More Catholic School.
- 3.2 These principles should be followed when making decisions about a learner's need for adjustments to assessment:
- Should not invalidate the assessment requirements of the qualification
  - Should not give the learners an unfair advantage
  - Should reflect the learner's normal way of working
  - Should be based on the individual need of the learner
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### **4. Definition of special considerations**

- 4.1 Special consideration can be applied after an assessment if there was a reason the learner may have been disadvantaged during the assessment.
- 4.2 For example, special consideration could apply to a learner who has temporarily experienced:
- An illness or injury
  - Some other event outside of their control
- and which has had, or is 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.
- 4.3 Special consideration should not give the learner an unfair advantage, nor should its use cause the user of the certificate to be misled regarding a learner's achievements. The learner's result must reflect his / her achievement in the assessment and not necessarily his / her potential ability.
- 4.4 Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.
- 4.5 In general, for on-demand assessments as carried out at St Thomas More Catholic School, if there are adverse circumstances for the learner on a particular day they may be advised to take the assessment at a later date.