BENSHAM MANOR School

Reasonable Adjustment and Special Consideration Policy

Last reviewed: October 2025

Next Review: October 2026

1. Principles

As a School we recognise disabilities are of a diverse nature and we do not tolerate discrimination on the basis of disability. Bensham Manor complies with the Disability Discrimination Act 1995 and the amendments to the Act.

This policy embraces the requirements of the Disability Discrimination Act to allow fair access to curriculum courses or qualifications.

Bensham Manor must make decisions on appropriate access arrangements for our candidates

We aim to facilitate open access for pupils who are eligible for some reasonable adjustment 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.

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

Nothing in this policy should prejudice the information given in the schools examination policy or the SEN Policy.

For the purpose of this policy and to reflect differing terminology between different awarding bodies, the word pupil also refers to a learner and also to a student and the term Curriculum Leaders also refers to heads of Departments and also to Programme Leaders.

The word assessor refers to any member of staff who has responsibility for assessing pupils' work.

2. Aims

- To explain how Bensham Manor school as an examination centre, will manage requests for reasonable adjustment and or requests for special consideration.
- To identify the roles and responsibilities of staff connected to the assessment process, examinations or pupil support.
- To establish protocols for dealing with lost or damaged work and to explain the terminology used by the examination boards when considering requests for adjustment and or special consideration.

3. Reasonable adjustment

A reasonable adjustment helps to reduce the effect of a disability or difficulty that places the pupil at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not affect the validity or reliability of assessment outcomes, but may involve the following:-

- Changing usual assessment arrangements
- Adapting assessment materials
- Providing assistance during assessment
- Re-organising the assessment physical environment
- Changing or adapting the assessment method
- Using assistive technology.

Reasonable adjustments must be approved (internally or externally) with the relevant examination board

and set in place prior to assessment commencing. It is an arrangement to give a pupil access to a qualification. The work produced following a reasonable adjustment must be assessed in the same way as the work from other pupils. It is important to note that not all adjustments described will be reasonable, permissible or practical in particular situations. The pupil may not need, nor be allowed the same adjustment for all assessments.

Reasonable adjustments could consist of any of the following:-

- Allowing extra time, e.g. assignment extensions
- Using a different assessment location
- Use of coloured overlays, low vision aids, CCTV
- Use of assistive software
- Assessment material in large format or Braille
- Readers/scribes
- Practical assistants/transcribers/prompters
- Assessment material on coloured paper or in audio format
- Language-modified assessment material
- British Sign Language (BSL)
- Use of ICT/responses using electronic devices
- Alternative rooming

Curriculum Leaders should ensure that pupils are recruited onto courses with integrity to ensure that pupils have the correct information and advice on their selected qualifications and that the qualifications will meet their needs.

The recruitment process should include the Curriculum leader assessing each potential pupil and making justifiable and professional judgments about the pupil's potential to successfully complete the assessment and achieve the qualification. Such assessment must identify, where appropriate, the support that will be made available to the pupil to facilitate access to the assessment. Where the recruitment process identifies that the pupil may not be able to demonstrate attainment and thus gain achievement in all parts of assessment for the selected qualification, this must be communicated clearly to the pupil. A pupil may still decide to proceed with studying a particular qualification and not be entered for all or part of the assessment.

As an examinations centre Bensham Manor will endeavour to ensure that pupils are aware of the range of options available to them, including any reasonable adjustments that may be necessary, to enable them to demonstrate attainment across all of the required assessment strands; and any restrictions on progression routes to the pupil as a result of not achieving certain outcomes.

Reasonable adjustments are approved before an assessment and are intended to allow attainment to be demonstrated. A pupil does not have to be disabled (as defined by the DDA) to qualify for reasonable adjustment; nor will every pupil who is disabled be entitled to reasonable adjustment. Allowing reasonable adjustment is dependent upon how it will facilitate access for the pupil.

All reasonable adjustments will be transparent and unbiased, recorded on relevant examination board documentation and will be kept on record in compliance with regulations in School.

It will be the responsibility of the Examinations Officer to ensure that any access arrangements implemented by the centre on behalf of a pupil, is based on firm evidence that there is a barrier to assessment.

It should be noted that an EHCP does not automatically qualify the pupil for reasonable adjustment to assessment, as it may not contain a recent evaluation of the need of that pupil; and the reasonable adjustment may compromise the assessment.

4. Special considerations

A special consideration is consideration given following a period of assessment for a pupil who was prepared for and present at an assessment but who may have been disadvantaged by temporary illness, injury or adverse circumstances that have arisen at or near to the time of assessment.

Where assessment is in the form of an electronic test set and marked by computer, then it will be more appropriate to offer the pupil an opportunity to take the assessment at a later date. A special consideration cannot give the pupil an unfair advantage but it can be regarded as when a performance in an assessment is affected by circumstances beyond the control of the pupil, e.g. recent personal illness, accident, bereavement, serious disturbance during the assessment or alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate or part of an assessment has been missed due to circumstances beyond the control of the pupil.

In order to apply for special consideration then evidence must be supplied by a pupil and then by Bensham Manor as a centre.Special consideration must be applied for at the time of the assessment. Evidence such as personal arrangements, quality of teaching, staff shortages, lack of resources, building work or industrial disputes are not grounds for special considerations.

The following examples are not designed to be an exhaustive list but to give an example of the weight of circumstances that will be considered:-

- Terminal illness of the pupil
- Terminal illness of a parent
- Recent bereavement of a member of the immediate family
- Serious and disruptive domestic crisis leading to acute anxiety about the family
- Incapacitating illness of the pupil
- Severe car accident
- Recent traumatic experience such as death of a close friend or distant relative
- Flare-up of severe congenital conditions such as epilepsy, diabetes, severe asthmatic attack
- Recent domestic crisis
- Recent physical assault trauma
- Broken limb on the mend.

Unlike reasonable adjustment, there are no circumstances whereby Bensham Manor, as a centre, can apply its own special consideration. Applications must be made to the relevant awarding body.

All applications for special consideration will only be made on a case-by-case basis and therefore separate applications will be made for any pupil. The only exception to this is where a group of pupils 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 pupils attached to the application.

If such a request is to be made then the evidence required by the School to support the application will need to be a medical certificate, a doctor's letter or a statement from the invigilator.

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