Exams: Reasonable Adjustments and Special Consideration Policy

Henry David Learning

Woodfield School

August 2026 – August 2027

Amendments made: August 2026

Review due August 2027

Reviewed by: Lynsey O'Keeffe

Signed off by Proprietary Body

Purpose:
Henry David Learning Woodfield School is committed to ensuring that all learners have equal access to learning, assessment and qualifications.
The school recognises its duties under the Equality Act 2010 and aims to remove barriers that may disadvantage learners with disabilities, learning difficulties, communication needs, medical conditions or other additional needs.
This policy sets out how Woodfield School will identify, implement and review reasonable adjustments and special consideration arrangements to ensure learners can demonstrate their knowledge, skills and understanding fairly.
This policy applies to all qualifications and assessments delivered by Woodfield School, including:

- NOCN Entry Level Qualifications
- NOCN Functional Skills Qualifications
- Preparing for Adulthood Qualifications
- Vocational and Life Skills Qualifications
- Internal assessments and accreditation programmes

This policy should be read in conjunction with:

- Equality, Diversity and Inclusion Policy
- SEND Policy
- Exams and Invigilation Policy
- Assessment Policy
- Complaints and Appeals Policy
- Malpractice and Maladministration Policy
- Data Protection Policy

Policy Principles:
Woodfield School will ensure that reasonable adjustments and special consideration arrangements are applied fairly, consistently and in accordance with awarding organisation requirements, whilst maintaining the integrity of qualifications.

Definitions:

Reasonable Adjustment
A reasonable adjustment is an arrangement made before an assessment to reduce the impact of a disability, learning difficulty, medical condition or additional need.
Reasonable adjustments enable learners to access assessments without changing what is being assessed.
Examples include:

- Extra time
- Reader
- Scribe
- Rest breaks
- Separate room
- Use of a word processor
- Coloured overlays
- Enlarged papers
- Prompting
- Practical assistance where permitted

Special Consideration
Special consideration is a post-assessment adjustment made when a learner has been disadvantaged by exceptional circumstances beyond their control at or immediately before the assessment.
Examples include:

- Illness
- Injury
- Bereavement
- Serious family circumstances
- Significant emotional distress
- Disruption during an assessment
- Emergency situations

Special consideration cannot compensate for long-term learning difficulties or poor attendance.

Identifying Learner Need:
Evidence may include:

- EHCP documentation
- Educational Psychology reports

- Specialist assessments
- Medical evidence
- SEND records
- Teacher observations
- Access arrangement assessments
- Information from parents/carers
- Previous examination arrangements
- Evidence of normal classroom practice

The SENDCo, Exams Officer and teaching staff will work together to determine appropriate arrangements.

Normal Way of Working:

Woodfield School recognises that access arrangements should reflect a learner's normal way of working. Examples may include learners who routinely:

- Receive reading support.
- Dictate responses to an adult.
- Use assistive technology.
- Require movement breaks.
- Work in smaller groups.
- Require sensory regulation breaks.
- Need instructions repeated or simplified.

Evidence of normal practice will be maintained through:

- Lesson observations
- Provision maps
- EHCP outcomes
- Individual support plans
- Teacher records
- Assessment records

Available Reasonable Adjustments

Examples of reasonable adjustments may include:

- Extra time
- Reader
- Scribe
- Rest breaks
- Separate room
- Word processor
- Coloured paper or overlays
- Modified materials
- Prompting
- Assistive technology

Other arrangements may be approved where permitted by the awarding organisation

Approval Process

The school will:

1. Identify learner need.
2. Gather supporting evidence.
3. Determine whether an adjustment is reasonable.
4. Check awarding organisation requirements.
5. Record the decision.
6. Inform relevant staff.
7. Review effectiveness regularly.

Where awarding organisation approval is required, applications will be made before assessment dates.

Special Consideration

Special consideration may be requested where a learner experiences exceptional circumstances that affect performance.

Applications may be considered following:

- Sudden illness
- Injury
- Hospital treatment
- Family bereavement
- Serious domestic incident
- Significant emotional distress
- Examination disruption

Evidence may include:

- Medical documentation
- Parent/carer statement

- School records
- Staff witness statements

Applications will be submitted in accordance with awarding organisation requirements.

Responsibilities

Principal

Responsible for ensuring:

- Compliance with legislation.
- Adequate resources.
- Annual review of this policy

SENDCo

Responsible for:

- Identifying learner need.
- Maintaining evidence.
- Advising staff.
- Supporting access arrangement decisions.

Exams Officer

Responsible for:

- Implementing approved arrangements.
- Maintaining records.
- Liaising with awarding organisations.
- Processing applications where required.

Teachers and Assessors

Responsible for:

- Identifying barriers to learning.
- Providing evidence of normal way of working.
- Implementing agreed arrangements.
- Monitoring effectiveness.

Internal Quality Assurer (IQA)

Responsible for:

- Monitoring compliance.
- Sampling assessment decisions.
- Ensuring adjustments do not compromise assessment validity.

Record Keeping

Woodfield School will maintain records of:

- Evidence supporting adjustments.
- Approved arrangements.
- Review outcomes.
- Special consideration applications.
- Awarding organisation correspondence.

Records will be retained in accordance with data protection requirements and awarding organisation regulations.

Monitoring and Review

This policy will be reviewed annually by the Principal and Internal Quality Assurer, or sooner if awarding organisation requirements, legislation or school procedures change. The date of the next review is August 2027.