



DPN SPECIAL CONSIDERATIONS AND REASONABLE ADJUSTMENTS POLICY

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Last Reviewed	January 2026
Reviewer	Janus Howard
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DPN SPECIAL CONSIDERATIONS AND REASONABLE ADJUSTMENTS POLICY

AIMS

To allow candidates/learners with special educational needs, disabilities, or temporary injuries to access the assessment without changing the demands of the assessment, to comply with the duty of the Equality Act 2010 to make “reasonable adjustments”

DEFINITIONS

Reasonable Adjustments are put in place prior to assessment to ensure the learner is not substantially disadvantaged in undertaking an assessment.

The adjustment may be unique to the individual. It can include extra time, a scribe/reader.

An adjustment may not be considered reasonable if it requires unreasonable costs, timeframes or affects the security or integrity of the assessment.

Example reasonable adjustments may involve:

- Changing usual assessment arrangements.
- Adapting assessment materials
- Providing assistance during assessment
- Re-organising the assessment physical environment
- Changing/adapting the assessment method
- Alternative ways of presenting responses
- Using assistive technology

Special Consideration is applied after assessment to adjust a candidate’s grade to reflect temporary injury, illness, or other circumstance that adversely affected performance at the time of the assessment.

The integrity of the assessment must not be compromised; only minor adjustments can be made to the achievement and the learner’s results must reflect real achievement and not potential ability.

Example situations:

- Performance is affected by circumstances beyond the learner's control e.g. personal illness, accident, bereavement.
- Part of an assessment was missed due to circumstances beyond the learner's control
- Learner's work has been lost
- Posthumous certification is being requested
- Alternative assessment arrangements agreed in advance proved inappropriate/inadequate

To do this, Digital Peninsula Network (DPN) will:

- Discuss the options for reasonable adjustment or special consideration as soon as DPN become aware of the situation.
- Verify the eligibility of the adjustment against Awarding Organisation criteria.
- Apply for any adjustments in line with Awarding Organisation guidance.
- Advise the learner and assessor of the outcome of the application.
- Ensure any adjustments are applied in line with Awarding Organisation guidance.
- Retain records for three years.

DPN PROCEDURE FOR REASONABLE ADJUSTMENT IN INTERNALLY ASSESSED UNITS

1. Identify any scope for reasonable adjustments during recruitment.
2. Potential action will be considered to help reduce the effect of a disability or difficulty that will place a learner at substantial disadvantage in the assessment.
3. The Lead Internal Verifier (LIV) will confirm that the adjustment is reasonable, will not affect the reliability or validity of assessment outcomes or give the learner an advantage over others undertaking the same/similar assessments.
4. LIV will notify Awarding Organisation through completion of relevant forms

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5. LIV to notify the learner and relevant assessors of the outcome and ensure adjustments are applied in line with the process approved by the Awarding Organisation.
6. Forms will be retained with the learner record for 3 years and be available on request.

**DPN PROCEDURE FOR SPECIAL
CONSIDERATION IN INTERNALLY
ASSESSED UNITS OR END POINT
ASSESSMENT**

1. Quality Nominee (QN) is advised of the situation.
2. Consider rescheduling of the affected assessment/s to a later date.
3. If this is not possible, QN to contact the Awarding Organization, supplying all relevant information.
4. The Awarding Organization will advise if the application is successful. This decision can be appealed.
5. Application outcome will be retained with the learner record for 3 years and be available on request.

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