



REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS POLICY

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Reviewer	Angel Knowles
Review Date	September 2026
Next Review Date	September 2027

Purpose

This policy is provided for ELKOLET users, including learners and staff members who are using or delivering the qualifications ELKOLET offer.

ELKOLET is committed to complying with all current and relevant legislation in relation to the development and delivery of qualifications. We are committed to ensuring that all learners have fair and equal access to assessment where possible and practicable.

A reasonable adjustment may be required where a learner has a permanent disability or specific learning needs. A special consideration may be required where a learner has a temporary disability, medical condition or learning needs or is indisposed at the time of the assessment.

TQUK's Reasonable Adjustments and Special Considerations Policy which should be read in conjunction with ELKOLET's can be found at <https://www.tquk.org/policies-procedures>

Review of the policy

The IQA will review the policy annually and revise it as and when required in response to customer and stakeholder feedback, changes in practices, actions required by TQUK or changes in legislation. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Definition of Reasonable Adjustments

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 during an assessment.

Reasonable adjustments may involve:

- changing 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
- providing and allowing different coloured transparencies.

Reasonable adjustments are approved or set in place by TQUK before the assessment activity takes place; they constitute an arrangement to give the learner access to the assessment.

Requesting Reasonable Adjustments

Learners must make relevant ELKOLET staff members aware of any reasonable adjustments they require. ELKOLET staff members are responsible for applying to TQUK for reasonable adjustment request (when appropriate). All requests must be made following TQUK's procedures, 7 days in advance of an assessment being undertaken, as outlined in TQUK's Reasonable Adjustments and Special Considerations Policy.

Definition of Special Considerations

Special consideration can be applied after an assessment, if there was a reason the learner may have been disadvantaged during the assessment. Any requests to TQUK for Special Considerations, must be made by a relevant ELKOLET staff member within 5 days of the assessment taking place, as outlined in TQUK's Reasonable Adjustments and Special Considerations Policy.

For example, special consideration could apply to a learner who had temporarily experienced:

- an illness or injury
- some other event outside of their control

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.

All documents relating to reasonable adjustments and special considerations must be saved and stored securely in the centre. TQUK must be given access to any information or documents regarding any appeals, when requested.

Please see ELKOLET's Appeals Policy for further information,
<https://www.elkolet.com/policy-center>