

Europe Netball Reasonable Adjustments and Special Considerations Policy

1. OPENING STATEMENT

Europe Netball is committed to welcoming and including all learners and recognise that there times when reasonable adjustments and considerations are required to enable access to learning and qualification programmes.

2. PURPOSE

The purpose of this policy is to outline the steps:

- To follow when submitting your reasonable adjustment or special consideration request to us
- What we follow when reviewing the requests and advising you of a decision.

3. SCOPE

This policy covers the delivery of Europe Netball qualifications and awards. As part of our commitment to equality we are able to make reasonable adjustments to ensure a learner who is disabled, as defined in the Equality Act (2010) is not placed at a substantial disadvantage in comparison to learners who are not disabled. Assessment should be a fair test of learners' knowledge and what they are able to do, however, for some learners the usual format and process of assessment may not be suitable. We ensure that our assessments do not prevent learners from taking our qualifications. The provision for reasonable adjustments and special consideration arrangements is made to ensure that learners receive recognition of their achievement so long as the equity, validity and reliability of the assessments can be assured. Such arrangements are not concessions to make assessments easier for learners, nor advantages to give learners a head start. There are two ways in which access to fair assessment can be maintained, these are through:

- Reasonable adjustments – agreed before the assessment takes place
- Special considerations – applied post assessment.

4. DEFINITIONS

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 in the assessment situation. Reasonable adjustments must not affect the integrity of what is being assessed. 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 assessment activity. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work. 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.

Special considerations

Special considerations can be applied after an assessment if there is a reason the learner may have been disadvantaged during the assessment. Reasons for special consideration could be temporary illness, injury or adverse circumstances at the time of the assessment.

Learners cannot enter a plea for special considerations for assessment solely on the grounds of disability or learning difficulty. Learners must declare their needs prior to the assessment period and all necessary reasonable adjustment arrangements must have been implemented before the time of their assessment. Special consideration should not give the learner an unfair advantage. The learner's result must reflect their achievement in the assessment and not necessarily their potential

ability. Special consideration may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances during the assessment and will reflect the difficulty faced by the learner, but will always be a minor adjustment as doing more may jeopardise the standard. Where an assessment requires a competence, criterion or standard to be met fully. It may be more appropriate to offer the learner an opportunity to retake the assessment at a later date or to extend the registration period so that the learner has more time to complete the assessment activity. All learners regardless of their special consideration must still meet our minimum requirement for the award of a certificate.

5. REQUESTING A REASONABLE ADJUSTMENT OR SPECIAL CONSIDERATION

To request arrangements for reasonable adjustment learners should provide evidence of their learning needs or medical condition. Evidence will be checked for currency and relevance to the learner.

Reasonable adjustment or special considerations should be emailed through to:
Lauren Hoare at: lauren.europe.netball@gmail.com

Timescales for submitting a reasonable adjustment request 15 working days' notice if a modification is required eg: - Enlarged Papers - Coloured Papers - Computer Reader / Speech Recognition.

6. MONITORING AND REVIEW

This policy and its implementation will be reviewed annually or at the point of any proven occurrences of malpractice or maladministration.

Agreed date: 30.04.2024

Signed by: *Catherine Lewis*

Role: Chair of Europe Netball

Original version: 4 April 2024

Next review: 4 April 2026