



Reasonable Adjustments and Special Considerations Policy

Approved by:	Dave Lee
Issue:	1
Date:	September 2026
Review Date:	September 2027
Amended:	

1. Purpose

This policy sets out how Amacsports Ltd ensures fair and equitable access to learning and assessment through the appropriate use of reasonable adjustments and special consideration.

The policy aims to:

- Promote equality, diversity and inclusion.
- Remove unnecessary barriers to learning and assessment.
- Ensure that learners are not disadvantaged because of a disability, learning difficulty, medical condition or other relevant circumstance.
- Maintain the validity, integrity and reliability of assessment decisions.
- Meet the requirements of the Equality Act 2010 and relevant awarding organisation requirements.

As a CIMSPA Endorsed Training Provider, Amacsports Ltd is committed to delivering inclusive education provision and maintaining quality assurance processes that support learner accessibility and achievement.

2. Scope

This policy applies to:

- All learners undertaking training, qualifications, CPD or endorsed programmes delivered by Amacsports Ltd.
- All staff involved in learner support, assessment, quality assurance and administration.
- All assessment methods, including:
 - Written assessments
 - Practical assessments
 - Professional discussions
 - Oral questioning
 - Portfolio-based assessment
 - Online assessments

Where a qualification is awarded by an external awarding organisation (for example Active IQ), the awarding organisation's policies and approval requirements will take precedence where applicable.

3. Definitions

3.1 Reasonable Adjustment

A reasonable adjustment is an arrangement made before an assessment or learning activity takes place to reduce the impact of a disability, learning difficulty, medical condition or other recognised need.

The purpose is to enable the learner to demonstrate their knowledge, skills and competence without being unfairly disadvantaged.

3.2 Special Consideration

Special consideration is considered after, or shortly before, an assessment where unforeseen circumstances have adversely affected a learner's ability to perform.

It is intended to ensure fair treatment where circumstances beyond the learner's control have had a material impact on assessment performance.

4. Principles

Amacsports Ltd will ensure that:

- Learners are treated fairly and consistently.
- Adjustments provide access to assessment, not an unfair advantage.
- Competency standards are not reduced.
- Assessment validity and reliability are maintained.
- Decisions are evidence-based.
- Learner information is treated confidentially.
- All decisions are documented and retained for quality assurance purposes.

5. Reasonable Adjustments

5.1 Examples of Reasonable Adjustments

Depending on learner needs and qualification requirements, reasonable adjustments may include:

- Additional assessment time.
- Rest breaks.
- Alternative assessment locations.
- Use of assistive technology.
- Large-print assessment materials.
- Coloured overlays.
- Reader or scribe support.
- Oral assessment instead of written responses where permitted.
- Professional discussion as an alternative method of evidence gathering where permitted.

- Modified practical assessment arrangements.
- Use of subtitles, captions or communication support.

5.2 Adjustments That May Not Be Permitted

Adjustments will not be approved where they:

- Compromise assessment validity.
- Alter learning outcomes or assessment criteria.
- Reduce the level of competence required.
- Create an unfair advantage over other learners.
- Conflict with awarding organisation requirements.

6. Applying for a Reasonable Adjustment

Learners should disclose any support requirements as early as possible, preferably:

- At enrolment;
- During initial assessment;
- Prior to any scheduled assessment.

Where appropriate, supporting evidence may be requested, such as:

- Medical evidence;
- Educational psychologist report;
- EHCP documentation;
- Employer support information;
- Previous approved adjustment records.

The Education and Training Director may approve routine adjustments directly. Where required by an awarding organisation, approval will be sought from the awarding organisation before implementation.

7. Special Consideration

7.1 Grounds for Special Consideration

Special consideration may be considered where a learner experiences:

- Serious illness.
- Injury.
- Medical emergency.
- Bereavement.
- Significant personal trauma.
- Unexpected family emergency.
- Technical failure during an online assessment.
- Major disruption outside the learner's control.

7.2 Special Consideration Will Normally Not Apply Where

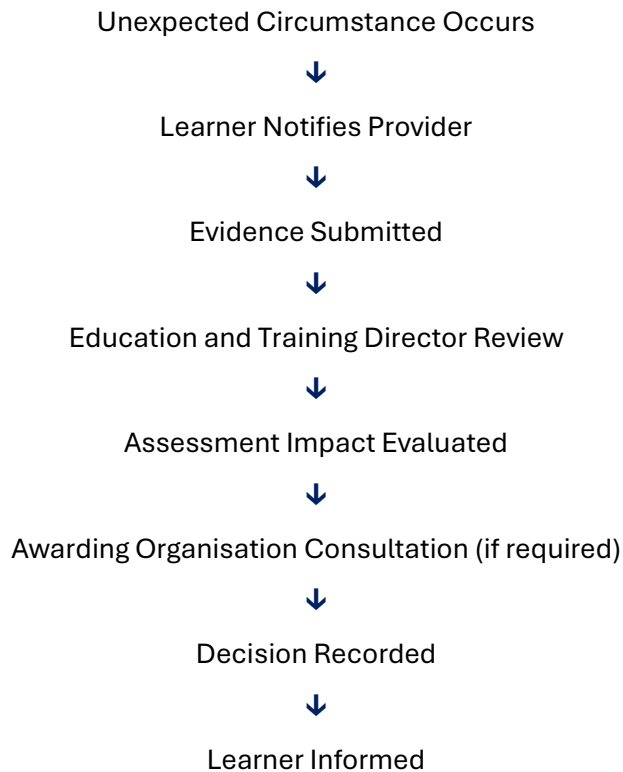
- The learner was aware of the circumstance and failed to notify the provider.
- The learner failed to attend without valid reason.
- Evidence cannot be provided where reasonably requested.
- The learner has not met mandatory competency requirements.
- A long-term condition should have been addressed through a reasonable adjustment request.

8. Decision-Making Process

Reasonable Adjustments



Special Consideration



9. Roles and Responsibilities

Learners

Must:

- Notify the provider of support needs as early as possible.
- Provide relevant supporting evidence when requested.
- Participate in agreed support arrangements.

Tutors and Assessors

Must:

- Identify potential learner support needs.
- Refer requests promptly.
- Implement approved arrangements consistently.
- Maintain confidentiality.

Training Manager / Quality Lead

Must:

- Review all requests.
- Make fair and evidence-based decisions.

- Liaise with awarding organisations where required.
- Maintain records.
- Monitor consistency and effectiveness.

10. Active IQ and RSPH Qualifications

For qualifications awarded by **Active IQ** or **RSPH**, all reasonable adjustment and special consideration decisions will be made in accordance with the current Reasonable Adjustment and Special Consideration Policy and any associated guidance issued by Active IQ/RSPH.

Where approval is required, no adjustment will be implemented until approval has been obtained.

11. CIMSPA Endorsed Provision

For programmes endorsed by **CIMSPA**, [Training Provider Name] will ensure that:

- Learners are provided with an inclusive learning environment.
- Support arrangements are clearly communicated.
- Assessment practices remain fair, valid and quality assured.
- Learner support arrangements align with CIMSPA's quality assurance expectations for training providers.

12. Appeals

If a learner disagrees with a decision relating to reasonable adjustments or special consideration, they may submit an appeal in accordance with the Appeals Policy within **10 working days** of notification of the decision.

Appeals will be reviewed by a person not involved in the original decision wherever possible.

13. Confidentiality and Data Protection

All information submitted in support of a request will be:

- Processed in accordance with UK GDPR and Data Protection legislation.
- Shared only with those who require access to make or implement decisions.
- Stored securely in accordance with organisational data retention procedures.

Appendices

- Appendix A: Reasonable Adjustment / Special Consideration Request Form
- Internal Review and Decision Record
- Appendix B: Decision Log

Reasonable Adjustment/Special Consideration Request Form

This form is to be completed in relation to the Reasonable Adjustments and Special Considerations Policy.

PERSONAL DETAILS			
Learner Name		Date of Request	
Learner ID		Assessor/Tutor	
Awarding Organisation		Assessment Unit/Activity	
Qualification/ course			



SECTION 1: Type of Request	
Reasonable Adjustment (before assessment)	Special Consideration (after or immediately before assessment)

SECTION 2: Details of Circumstances

SECTION 3: Requested Support			
Extra assessment time	Reader	Large print	
Rest breaks	Scribe	Oral questioning	
Alternative location	Assistive technology	Other	

SECTION 4: Supporting Evidence	
Medical note	Medical certificate
Previous adjustment record	Other

SECTION 5: Learner Declaration	
Signature:	Date:

Internal Review and Decision			
Reviewed by		Date	
Evidence sufficient?	☐ Yes ☐ No		
Decision	☐ Approved ☐ Approved with modification ☐ Referred to Awarding Organisation ☐ Not Approved		
Reason for Decision:			
Assessment Integrity Check	☐ Maintains validity ☐ No unfair advantage ☐ Meets qualification requirements		
Final Authorisation		Date	

Appendix B - Decision Log

Date	Learner	Qualification	Type	Request Summary	Evidence	Decision	AO Required	Outcome	Reviewed By