



**Majella Cocks
27-28 Whitebridge Lane
Whitebridge
Stone
ST15 8LQ
01785 815115**

majellacocks@equality.training

Reasonable Adjustments Policy 2025

1. Purpose

The purpose of this policy is to ensure that learners with disabilities or additional needs have fair access to assessments and qualifications, in line with the **Equality Act 2010** and **JCQ Access Arrangements and Reasonable Adjustments** guidelines. Reasonable adjustments must not compromise the integrity of the assessment or the skills being measured.

2. Scope

This policy applies to all candidates undertaking qualifications administered by the centre, including GCSE, GCE, and vocational qualifications.

3. Principles

- Compliance with JCQ regulations and deadlines for access arrangements.
- Equality of opportunity for all learners.
- Adjustments must be appropriate, effective, and proportionate.
- Decisions will be evidence-based and documented.

4. Definitions

- **Reasonable Adjustment:** An alteration to assessment arrangements to reduce disadvantage for a disabled learner.
- **Access Arrangement:** Pre-approved adjustment such as extra time, reader, scribe, or use of assistive technology.
- **Special Consideration:** Post-assessment adjustment for temporary illness or circumstances beyond the learner's control.

5. Responsibilities

- **Head of Centre:** Overall compliance with JCQ regulations.
- **Exams Officer:** Implements JCQ processes, maintains records, and liaises with awarding bodies.
- **SENCo:** Assesses learner needs, gathers evidence, and applies for access arrangements.
- **Teaching Staff:** Identify learners who may require adjustments and refer to SENCo.

6. Procedures

1. Identification of Need:

- Referral by staff, learner, or parent.
- SENCo conducts assessment and gathers evidence (e.g., medical reports, educational psychologist reports).

2. Application Process:

- SENCo submits applications via JCQ Access Arrangements Online (AAO) within published deadlines.
- Maintain confidentiality and secure storage of documentation.

3. Implementation:

- Ensure adjustments are in place for internal assessments and exams.
- Train invigilators on permitted arrangements.

4. Monitoring and Review:

- Regular review of adjustments for effectiveness.
- Update records and inform awarding bodies of any changes.

7. Compliance

- All staff must be familiar with JCQ publications:
 - *Access Arrangements and Reasonable Adjustments*
 - *Instructions for Conducting Examinations (ICE)*
 - *Special Consideration Guidance*

8. Equality Statement

The centre will not discriminate on grounds of disability, gender, race, ethnicity, religion, age, or any other protected characteristic.