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**Reasonable Adjustments and Special Considerations Policy**

**1. Introduction**

Digital Marketing Mentor (DMM) has a responsibility under the Equal Opportunities Act, Disability Discrimination Act and the regulations of Ofqual, to ensure that all its candidates have an equal opportunity to reach

their full potential and barriers to entry are mitigated against. In some instances candidates may require adjustments to the assessment process to give them an equal opportunity. DMM study and examination centres have a responsibility to ensure that appropriate adjustments are made

for candidates.

Once a reasonable adjustment has been agreed and implemented, no further adjustment will be made to the assessment or marking process.

**2. Responsibilities of centre**

Study centre responsibilities for candidates who are registered with the centre

All study centres (including distance and flexible learning) approved to offer assessment facilities have a duty to implement the Reasonable Adjustment and Special Consideration Policy for all DMM candidates who study with the centre. This responsibility includes assessment of needs, recommendation of reasonable adjustment, communication with DMM and provision of the

resources to facilitate the adjustment. Study centres will also be responsible for ensuring that appropriate facilities for work based assessment are available in conjunction with the employer.

Study centre responsibilities for candidates who are not registered with the centre or who are being assessed at a regional examination centre

DMM undertakes the assessment of needs, approval of reasonable adjustment and communication with the centre to facilitate the provision of resources required for candidates who are not registered with an approved study centre or who are undertaking assessments at a regional examination centre. Due to logistical implications, regional examination centres (venues

used to host examinations that do not offer study facilities) cannot accommodate all adjustments. Work based assessment is only available through a study centre.

**3. Responsibility of Candidates**

All candidates must submit a request for adjustment prior to the closure date for entry of assessment.

Candidates who are registered with a study centre must complete a Candidate Reasonable Adjustment Request Form and submit this to the DMM programme leader at the study centre.

Candidates who are not registered with a study centre (self-study learners) or who wish to take their assessment at a different centre, should complete a Candidate Reasonable Adjustment Request Form and submit this to the Assessment Services Team at DMM.

**4. Definition of Reasonable Adjustment and Special Consideration**

DMM Reasonable Adjustment and Special Consideration Policy provides additional support within three categories:

* **Permanent physical, sensory or mental disability**

 Candidates are deemed to have a permanent physical, sensory or mental disability if they can prove that the condition is likely to remain with the candidate throughout his/her life.

 Examples of proof required include medical reports from doctors, psychiatrists, educational

 psychologists, specialist teachers, funding agencies.

* If a candidate applies for an adjustment due to a permanent physical, sensory or mental disability, the evidence submitted must specifically state that the disability is permanent.

 Providing the adjustment required is the same for each assessment, candidates do not need to re-submit evidence with subsequent applications for reasonable adjustment; however they

 must complete a Reasonable Adjustment Request Form for each assessment series.

* Temporary physical, sensory or mental disability

 Candidates are deemed to have a temporary physical, sensory or mental disability if the condition is under one year’s duration and is likely to improve. Examples of temporary disability could include broken limbs or injury to hands which could impair candidate's ability

 to write. Supporting evidence will be required in all cases.

* If a candidate applies for an adjustment due to a temporary physical, sensory or mental disability, evidence must be re-submitted with a Reasonable Adjustment Request Form for each assessment series.
* Special Consideration Special consideration may be given to candidates in instances that could not possibly be predicted. This ensures that candidates who have a temporary illness, injury or indisposition at the time of the assessment are treated fairly. Examples include influenza, bereavement of a close family member, evacuation of the assessment venue, disturbances during the assessment. This must be applied for no later than two weeks after the assessment.

**5. Types Of Reasonable Adjustments Available**

* Extra time
* Supervised rest breaks
* Use of readers, scribes, transcribers, word processors, laptops or other micro processing devices
* Miscellaneous types of reasonable adjustments including brailing of non-secure assessment material, taped responses, modified question papers (using coloured paper).

NB: DMM does not make adjustments to standards or pass marks. All adjustments must

be deemed reasonable and not give the candidate an unfair advantage.

**6. Location of Examination or Assessment**

Dependent on the type of additional assessment needs, DMM may be required to allocate a candidate to a centre best equipped to support their needs which may not be the centre most local or convenient to the candidate. Whilst every effort will be made to make provision for candidates locally, DMM reserves the right to allocate candidates to other centres. Any costs

associated with the travelling to the assessment or examination centre must be borne by the candidate.

**Further Advice**

For details of administration processes, see Reasonable Adjustment Guidance or contact the Assessment Services Team at DMM for further advice.

Reasonable adjustments and special considerations policy - August 2010