

Learner Reasonable Adjustments Policy

Issue	Date	Author	Change details
Version 2.0	February 2025	CC	Updated version

Next review date: 1st February 2026

Introduction

Reasonable Adjustments are adjustments made to an assessment to reduce the effect of a disability that places the learner at a substantial disadvantage when demonstrating their knowledge, skills, and understanding to the levels required by the specification for that qualification.

Scope of the Policy

This policy is provided for Our Future Tutoring customers, learners and staff members who are using or delivering courses and qualifications offered by Our Future Tutoring Ltd.

Review arrangements

Our Future Tutoring will review this policy annually in line with self-assessment arrangements. This policy will also be revised as and when necessary, in response to customer and learner feedback or good practice guidance issued by an awarding organisation or other regulatory body.

Location of the Policy

This policy is available for all staff members, third parties and learners to access.

Communication of the Policy

Every staff member involved in the management, delivery, assessment and quality assurance of qualifications offered by Our Future Tutoring, shall be made aware of this policy during their induction period of employment. Learners undertaking Our Future qualifications shall be informed of this policy during their induction process.

Policy Statement

This policy provided for Our Future Tutoring staff members and learners to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner.

What is a Reasonable Adjustment?

The Equality Act 2010 requires Our Future Tutoring to make reasonable adjustments for disabled learners. The purpose of a reasonable adjustment is to reduce the effect of a permanent or temporary disability, specific learning need or medical condition allowing learners to demonstrate their knowledge, skills and understanding. The integrity of the assessment must be maintained whilst providing access to assessment for these learners if possible. Both the 2005 Disability Discrimination Act and the Equality Act 2010 have recognised the principle that reasonable adjustments may not always be appropriate to qualifications. Some assessments may only be adjusted up to a certain point before the meaning and value of the qualification could be undermined

Statement of Principles

Our Future Tutoring is committed to complying with all current and relevant legislation in relation to the development and delivery of qualifications. Our Future Tutoring learners will have fair access to assessments where practicable.

A reasonable adjustment may be required where a learner has a permanent disability of specific learning need (s).

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.

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 an awarding organisation before the assessment activity takes place; they constitute an arrangement to give the learner access to the assessment.

Requesting Reasonable Adjustments

Learners must make Our Future Tutoring staff members aware of any reasonable adjustments they require. Educating UK is responsible for applying to awarding organisation for reasonable adjustment requests (when appropriate).

Qualifying for a Reasonable Adjustment

Identifying the need for a Reasonable Adjustment

The Trainer/Assessor must make all learners aware of the assessment criteria and requirements of the qualification including:

- Spoken delivery
- Audio/visual aids
- Written and oral tests
- Physical demands
- Physical contacts
- Overall assessment process Learners should discuss with the Trainer/Assessor any difficulties they foresee.

This should also be documented when the learner registers at the start of a course by highlighting anything which may affect their ability to demonstrate their knowledge, skills and competence and participation in the course. A learner can apply for a reasonable adjustment where they have:

- A permanent disability or specific learning need
- A temporary disability, medical condition or learning need

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 an awarding organisation for Special Considerations, must be made by an Our Future Tutoring staff member within the set time frame required of the awarding organisation.

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. The awarding organisation must be given access to any information or documents regarding reasonable adjustments and special considerations, when requested.

Complaints and Appeals Procedure

Should a learner wish to appeal against the decision regarding a reasonable adjustment they should, in the first instance, appeal to the Centre through their own appeals process. Should the Centre's appeal process be exhausted, or if the learner is unable to appeal directly to the Centre for any reason, they may appeal direct to Open Awards.

Review

Our Future Tutoring will review this policy on a regular basis to ensure its effectiveness taking any feedback into account. Should you have any feedback regarding this policy then please contact Our Future Tutoring.