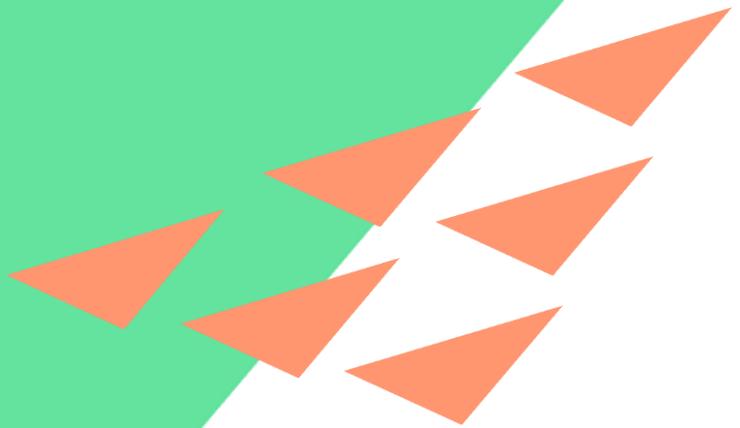


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Special Considerations Policy



Special Considerations Policy

The scope of this policy

This policy relates to the process for allowing special considerations to remove any disadvantage that learners/delegates might experience as a result of an illness, injury or other event outside of their control. This applies to learners/delegates that are registered on access assessment for the Leadership Skills Foundation qualification.

The policy outlines:

- our arrangements for making special considerations in relation to our qualification assessment;
- the responsibility of centres in informing us of the need for special considerations and why they are needed;
- guidance for centres and learners/delegates on when and how special considerations to assessment can be applied.

The definition of special considerations

Special considerations can be applied after an assessment if there was a reason the learner may have been disadvantaged during the assessment.

For example, a special consideration could apply to a learner/delegate who had temporarily experienced:

- an illness or injury;
- some other event outside of their control and which has had, or is likely to have had, a material effect on that learner's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

What is not in the scope of this policy

Scenarios where a disabled learner/delegate requires adjustment to a qualification's assessment to improve access to that assessment. In such circumstances, please refer to our Reasonable Adjustments Policy for guidance.

Applying for special considerations

Special considerations can be applied for if a centre believes that a learner/delegate has experienced an event outside of their control (as defined above). Applications must only be for the assessment criteria for a qualification.

Special considerations should not give the learner/delegate an unfair advantage, neither should its use cause the user of the certificate to be misled regarding a learner's/delegate's achievements. The learner's/delegate's result must reflect their achievement in the assessment and not necessarily their potential ability.

Special considerations, if successful, may result in a small post-assessment adjustment to the mark of the learner/delegate. The size of the adjustment will depend on the circumstances and reflect the disadvantage faced by the learner/delegate.

Centres should note that;

- where an assessment requires the learner/delegate to demonstrate practical competence, or where criteria have to be met fully, it may not be possible to apply special considerations;
- in some circumstances, for example for on-demand assessments, it may be more appropriate to offer the learner/delegate an opportunity to take the assessment at a later date.

The responsibility of the centre

The centre should take all reasonable steps to ensure all centre staff involved in the management, administration, delivery, assessment and quality assurance of our qualifications or awards are made aware of this policy, its contents and the possible implications on the centre if special considerations are not applied correctly, consistently or fairly by a centre.

In addition, the centre must have an internal special considerations policy and associated procedures to ensure that learners/delegates can fairly access assessment for our qualifications. This should reflect the principles and guidelines of this policy.

Process for applying special considerations

If an illness or unplanned event that impacts a learner's/delegate's ability to complete an aspect of a qualification's assessment, the centre manager must complete the [Special Considerations Request Form](#).

This form must be completed as soon as practicably possible after the event has occurred, and no later than five working days.

The information needed in the form includes details of:

- the learner(s)/delegate(s) that the special consideration applies to;
- the reason for requesting special considerations;
- the courses that the special consideration is required for;
- the specific areas of assessment that the special consideration applies to.

Leadership Skills Foundation response to a request for special considerations

The Leadership Skills Foundation will respond to all requests within five working days of receipt of the request. If a request is complex or involves people who are not available at the time, this may be extended and we will notify the centre manager.

Reviewing a request

The Leadership Skills Foundation will review all special consideration requests against the following:

- The individual circumstances of the special considerations request.
- The impact of the approval of the special considerations request on the validity of the assessment and/or qualification.
- For the area of the assessment that special considerations is applied for, the significance of that assessment to the overall qualification's objective.
- The practicality and effectiveness of the special consideration request.
- Other factors, such as the need to maintain competence standards and health and safety.

If the application for special considerations is approved, the details of the special consideration will be communicated to the centre and the centre can adjust assessment decisions accordingly.

In some circumstances, the Leadership Skills Foundation may offer alternative instructions or solutions to special considerations requested. This will be done to ensure the qualification assessment remains valid.

Not approving a request

In some circumstances, approving a special consideration request may not be possible. If this is the case, the Leadership Skills Foundation will communicate this to the centre and provide a rationale for the decision.

Requests for special considerations are unlikely to be approved in circumstances when it:

- There is/was opportunity for an alternative assessment opportunity for the learner/delegate that is/was not given;
- involves unreasonable timeframes;
- effects the validity of the assessment;
- effects the validity of the assessment in relation to the qualification objective.

Where possible, we will support the centre to find an alternative special consideration for the learner(s)/delegate(s).

Appealing against the decision not to approve a special consideration

If a centre disagrees with the Leadership Skills Foundation's decision not to approve a special consideration, they should appeal in accordance with the Appeals Policy.

Policy review arrangements

The Leadership Skills Foundation will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to centre, learner/delegate and third party feedback or requests from, or good practice guidance issued by, the regulatory authorities.

Contact us

If you would like to feedback any views, please contact the Leadership Skills Foundation via policies@leadershipskillsfoundation.org or in writing to Leadership Skills Foundation, Loughton Lodge, Bradwell Road, Milton Keynes, MK8 9LA.



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