

Special Assessments/Considerations Policy

Statement of purpose

Special assessments/considerations may only be requested for events taking place close to or on the examination/EPA date that might affect the performance of the learner in the examination or EPA. If there is a pre-existing condition the ISP Procedures for making Reasonable Adjustments for learners should be used.

ISP intends to ensure that:

- Special assessments/considerations procedures are in place to enable learners to meet ISP assessment and Apprenticeship EPA.
- Special assessments/considerations arrangements are available to enable Provider assessment and Apprenticeship EPA, when circumstances have arisen at or near the time of the assessment or examination and were not provided for during the learners training.
- Any special assessments/considerations given to a learner does not give them an unfair advantage over other learners.
- The validity of the ISP assessment, examination or Apprenticeship EPA is not compromised.
- The decision regarding special assessments/considerations is given relative to the individual needs of the learner and taking their usual methods of working into account.

Scope

All Learners/candidates are able to apply for special assessments/considerations.

Provider/Employer should ensure that:

- All applications for special assessments/considerations are supported by the Provider/Employer.
- Any arrangements requested will assist the learner to achieve the ISP assessment and Apprenticeship EPA without compromising the validity of the assessment.
- ISP Assessment and Apprenticeship EPA is given to the learner/candidates normal way of working providing that it does not give any unfair advantage to the learner in relation to the outcome of the assessment.
- They comply with the ISP guidance for special assessment/considerations. Also, failure to comply with ISP guidance is defined as organising arrangements without gaining approval from ISP or agreeing arrangements that have not been appropriately supported with relevant evidence.
- All relevant documents supporting the learners/candidates' application for special assessments/considerations are sent directly to ISP with a completed form ISP SC1 within 5 days of the examination/assessment/apprenticeship EPA taking place.
- Learners/candidates are involved in the decision-making process.
- Any decisions taken with regard to special assessments/considerations involve a careful assessment of the assessment and EPA requirements of the individual learner.

a) Special assessments/considerations at the discretion of the ATO/EPA

The Provider/Employer may make any of the following special assessments/considerations after consultation with relevant staff without contacting ISP providing that the arrangements do not give the learner/candidate any unfair advantage and/or compromise the integrity of the ISP assessment/examination in any way. All arrangements are the responsibility of the Provider/Employer and must be supported by appropriate evidence relevant to the ATO assessment, examination or Apprenticeship EPA. The Provider/Employer decision regarding the level of support required for the assessment/examination/apprenticeship assessment should be accurately

stated and communicated to all individuals involved. Circumstances that might require special assessments/considerations include:

- Learners/candidates falling ill close to the date of the assessment/examination/EPA but still wishing to complete it.
- A learner/candidate suffering an injury that might affect their performance.
- A learner/candidate suffering a sudden bereavement of a close family member or friend close to the examination date.
- Any type of disruption or disturbance that might affect the learner/candidate's performance.

The types of special assessments/considerations that might be allowed could include:

- Low vision aids.
- Amplification, taped questions and responses.
- Supervised rest breaks.
- Additional time allowance.
- Use of a word processor.

b) Special assessments/considerations not at the discretion of the Provider/Employer

When a learner/candidate is unable to take the assessment/examination/EPA on the original date for which they were entered due to illness or injury, ISP may allow the learner to sit the assessment/examination/EPA at the earliest mutually convenient opportunity and at no additional cost. ISP will only extend this facility if it receives an application supported by the Provider/Employer accompanied by all relevant evidence within five working days of the assessment/examination/apprenticeship EPA.

A learner will **not** be eligible for special assessments/considerations if:

- no evidence is supplied by the Provider/Employer that the learner/candidate has been affected at the time of the assessment by a particular condition
- any part of the assessment/EPA is missed due to personal arrangements including holidays or unauthorised absence
- preparation for a component is affected by difficulties during the course, for example disturbances through building work, lack of proper facilities, changes in or shortages of staff, or industrial disputes.

ISP Special assessment/considerations Procedure Form

Appendix 1

This cover sheet must be completed and attached to the learners work, regardless of the form of assessment, examination or apprenticeship EPA, where any special assessment/considerations/assistance has been provided

| | | |
|-------------------------|-----------------------|--------------------|
| Provider Name: | Provider No: | |
| Learner/candidate Name: | Learner/candidate No: | |
| Unit/EPA Name: | Assessment Date: | Booking Reference: |

Please complete the box below giving details of any assistance given to the learner and attach supporting evidence of the learner/candidate's condition:

| | |
|------------------------|-------|
| Provider Contact Name: | |
| Position: | |
| Signed: | Date: |

Please return to: ISP Appeals and Enquiries Team: equ@the-ISP.org