



# **Param Qualifications Reasonable Adjustments & Special Considerations Policy**

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## Introduction

We ensure all learners are treated fairly in assessments, making reasonable adjustments or special considerations when needed. We recognise that some learners may face barriers due to disability, medical conditions, or temporary circumstances. This policy sets out how reasonable adjustments and special considerations will be applied to ensure that no learner is unfairly disadvantaged and that all assessments remain valid, reliable, and comparable.

## Purpose of the Policy

The purpose of this policy is to:

- Provide a transparent and consistent approach to reasonable adjustments and special considerations.
- Support learners with additional needs or temporary difficulties while maintaining assessment standards.
- Ensure compliance with equality legislation and regulatory requirements.
- Promote confidence among learners, centres, and employers in the fairness of Param Qualifications qualifications.

## Scope

This policy applies to:

- All learners registered with Param Qualifications.
- All staff and centres involved in assessment and learner support.
- All types of assessments, including examinations, coursework, practical assessments, and online assessments.

## Definitions

- **Reasonable Adjustment:** A pre-planned change to assessment arrangements that reduces the effect of a disability or difficulty without compromising the integrity of the assessment. Examples: extra time, large-print papers, assistive technology, or alternative formats.

- **Special Consideration:** A post-assessment decision to allow an adjustment where a learner was disadvantaged by temporary illness, injury, bereavement, or other exceptional circumstances during or immediately before assessment.

## Principles

- Adjustments or considerations will level the playing field for learners, without giving anyone an unfair advantage.
- All learners must be assessed against the same standards.
- Decisions will be based on evidence and applied consistently across centres.
- Confidentiality will be maintained at all times.
- Learners have the right to appeal decisions under the Appeals Policy.

## Roles and Responsibilities

- **Learners:** Notify their centre promptly of any condition or circumstance requiring adjustment or consideration and provide supporting evidence.
- **Centres:** Collect and submit requests with appropriate documentation to Param Qualifications. Ensure adjustments do not compromise assessment integrity.
- **Assessors:** Apply approved adjustments and record outcomes clearly.
- **Internal Quality Assurers (IQAs):** Monitor that adjustments and considerations are applied fairly and consistently. Requests from associated entity centres will be reviewed with additional independent oversight to ensure fairness.
- **Param Qualifications Compliance Team:** will make final decisions, maintain a secure record of applications, and where appropriate, report significant cases to the relevant awarding authority or regulator.

## **Procedures for Reasonable Adjustments**

- Requests should be made at the earliest opportunity, ideally at the point of learner registration.
- Applications must be submitted at least 20 working days before the assessment date and supported by appropriate documentation, such as medical reports, psychological assessments, or specialist evidence.
- Param Qualifications will review and confirm approved adjustments in writing.
- Examples of adjustments include:
  - Modified question papers (large print, Braille).
  - Additional time (usually 25%).
  - Use of a reader, scribe, or assistive technology.
  - Separate or quiet room for examinations.

## **Procedures for Special Considerations**

- Applications for special consideration should normally be submitted within 5 working days of the assessment.
- Accepted circumstances include temporary illness, injury, or bereavement, supported by documentary evidence such as a doctor's note or official certificate.
- Centres must provide supporting documentation (doctor's note, death certificate, accident report).
- Special consideration may result in:
  - In some cases, special consideration may lead to a small adjustment of marks within established limits
  - Opportunity to retake assessment at no additional cost (in exceptional cases).
  - Extension of deadlines for coursework or assignments.

## Evidence Requirements

- Evidence must be current, relevant, and clearly support the need for adjustment or consideration.
- Accepted evidence includes medical reports, psychologist assessments, specialist learning support documentation, or other official records.
- In absence of formal evidence, a written statement from the learner may be considered, but final approval lies with Param Qualifications.

## Decision-Making and Communication

- All decisions will be made by qualified staff with knowledge of equality and assessment standards.
- Learners and centres will receive written confirmation of decisions within **10 working days** of application.
- Reasons for approval or rejection will be clearly explained.
- Records will be securely stored for regulatory compliance and future audits.

## Appeals

Learners who are dissatisfied with the outcome of a request for adjustments or considerations may submit an appeal under the Param Qualifications Appeals Policy. Appeals must be submitted within 10 working days of receiving the decision.

## Monitoring and Review

- IQAs will review application of adjustments and considerations at centre level.
- Param Qualifications will analyse trends in requests and decisions to ensure consistency and fairness.
- This policy will be reviewed annually or sooner if required by legislative or regulatory changes.



## Contact Information

### Param Qualifications Ltd

Victory House,  
400 Pavillion Drive,  
Northampton, Northamptonshire,  
NN4 7PA, United Kingdom.

**Telephone:** +44 7380328597

**Email:** [iinfo@paramqualifications.co.uk](mailto:iinfo@paramqualifications.co.uk)

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