



Reasonable Adjustment & Special Consideration Policy

Introduction

Cordie Ltd is committed to high levels of quality assurance and policies that are open, transparent and free from bias. We aim to facilitate open access to our educational services for students and apprentices who are eligible for reasonable adjustment and/or special consideration during the learning and assessment process, to give them equal opportunity, without compromising the assessment of the skills, knowledge, understanding or competence being measured by the Awarding Body (such as CIPS, CILT or the ESFA, etc.).

Definitions

Reasonable Adjustment:

This is agreed with the Awarding Body at the pre-learning and pre-assessment planning stage and is any action that helps to reduce the effect of a disability or difficulty, which places the learner at a substantial disadvantage in the learning and assessment situation. Reasonable adjustments must not, however, affect the reliability, validity, learning or assessment outcomes nor must they give the learner an advantage over others undertaking the same or similar learning and assessment process.

Special Consideration:

This is a post-assessment allowance undertaken by the Awarding Body to reflect temporary illness, injury or indisposition that occurred at the time of assessment. Any special consideration granted cannot remove the difficulty the learner faced at the time of assessment and can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised.

It must be made absolutely clear that, in either circumstance, the decision to grant reasonable adjustments and/or special considerations remains at all times that of the Awarding Body.

Reasonable Adjustments

Adjustments to the learning and assessment process must be made in line with the reasonable adjustments and special considerations policy of the relevant Awarding Body (e.g. CIPS or CILT, etc.).



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Any Cordie Ltd student, apprentice, client and/or employer is advised to reference the Awarding Body's own policy on this matter. In most circumstances supporting evidence will be required, e.g. a medical report from doctors, psychiatrists, education psychologists, specialist teachers or funding agencies.

Recruitment of Learners

Cordie Ltd will ensure that our students and apprentices have the correct information and advice on their selected qualifications in advance and that our learners check the qualifications will meet their needs. Specific mention to the Awarding Body's policy on reasonable adjustments will be detailed in the Student Handbook and, at the time of any course booking and prior to confirmation, each learner shall be asked to provide details of any disability that Cordie Ltd needs to be aware of and/or provide for.

We will ensure that learners are made aware of the following:

1. The range of options available, including any reasonable adjustments that may be necessary, to enable the demonstration of attainment across all required learning and assessment.
2. Any restrictions on progression routes to the learner as a result of not achieving certain outcomes.

Procedure for Applying for a Reasonable Adjustment

Where a reasonable adjustment is required for the assessment process, the relevant learner must submit their request directly to the Awarding Body prior to the closure date for entry to an assessment. It is the learner's own responsibility to provide all supporting documentation in a timely and accurate manner.

Procedure for Applying for Special Consideration

Special consideration may be given to students and apprentices in instances that could not have been predicted, or were outside of the learner's control, which may have impacted on their performance during an assessment. This ensures that learners who have a temporary illness, injury or indisposition at the time of the assessment are treated fairly. Examples include influenza, the coronavirus variants or the bereavement of a close family member.





Wherever possible, and in accordance with the policy and procedures of the relevant Awarding Body, Cordie Ltd will put arrangements in place to enable a learner in extenuating circumstances to complete their assessment. If this is not feasible then special consideration must be applied for by the learner in writing to the Awarding Body no later than two weeks after the assessment, and supporting evidence must be provided for example, a letter from a doctor/hospital/authorised person, invigilator's report etc.

Cordie Ltd will provide guidance to students and apprentices who wish to apply to the Awarding Body in such circumstances. We will also advise the Awarding Body separately in writing if an incident occurs during an assessment, confirming the adjustments made and the learners affected.

Review and Appeal

In circumstances where the Awarding Body turns down the learner's application for reasonable adjustments or special consideration, the learner may have the right to request a review of the decision in accordance with that awarding Body's own policy. The decision to overturn and/or amend a previous decision on adjustments or considerations remains at all times that of the Awarding Body.

This policy applies to all the operating divisions of Cordie Ltd. Cordie Ltd reserves the right to amend the Reasonable Adjustment & Special Considerations Policy from time to time. Thank you for your commitment to this policy.

Andrea Reynolds
Managing Director, Cordie Ltd

