

# SPECIAL CONSIDERATION AND REASONABLE ADJUSTMENT PLAN

Company Operations

ADO SERVICES C.I.C.

Incorporating ADO River Valley School

Version 1.1 ©2023-2024

Current Version Valid from October 2023

Next Scheduled Review October 2024

2023-2024

## 1 Examination Contingency Plan Overview

ADO River Valley, is committed to avoiding any impact that a student could foresee when it comes to studying at the school. It is essential for us as a Community Interest Company to remain ethical and accessible for a wide variety of young people wishing to access our services and specific subjects.

Every staff member involved in the management, delivery, assessment and quality assurance of qualifications offered by ADO River Valley, shall be made aware of this policy during their induction period of employment. Students and families who are part of our school are informed of this policy during their induction process.

The special consideration and reasonable adjustment plan links closely with the **ADO River Valley Student Handbooks**.

The ADO River Valley Examination Contingency Plan is valid for the following services:

**ADO River Valley School – ADO Training Centre**

## 2 Statement of Principles

We at ADO River Valley are committed to complying with all current and relevant legislation in relation to the development and delivery of qualifications. Our students will have fair access to assessments where practicable. It is important to highlight that our model and ethos is based on outdoor education, and whilst we will continue to do our utmost to be accessible for people with physical difficulties (such as wheelchair users) certain areas of our land remain inaccessible.

A reasonable adjustment may be required where a student has a permanent disability of specific learning need(s). In our case, as an Independent Special School- all of our students have additional needs. These include Social, Emotional, Mental Health Difficulties and other associated needs. With this in mind, we continually are adapting our practice to help our students reach their full potential. We work closely with Pearson, and our Standards Verifier who supports us on adapting our offer to promote success.

A special consideration may be required where a student has a temporary disability, medical condition or learning needs or is indisposed at the time of the assessment.

### *Definition of Reasonable Adjustments*

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage during an 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, scribe or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic learner
- movement breaks
- support in the way of a therapy dog
- 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 student access to the assessment.

### **3 Requesting Reasonable Adjustments**

Families and students must make us aware of any reasonable adjustments they require, further to what we are already aware of due to the referral information and EHCP plans. ADO River Valley are responsible for applying to Pearson for reasonable adjustment requests (when appropriate).

### **4 Definition of Special Considerations**

Special considerations can be applied after our assessment trial day.

With regards to examinations or course study- Any requests to an awarding organisation for Special Considerations, must be made by ADO River Valleys Exams Officer or Quality Nominee 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 student. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the student.

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.

## 4. Review

All ADO River Valley policies and procedures follow ITIL guidelines to ensure version control, change control and release management of any documents. As a matter of policy, documents can be updated at any time to reflect changes to ADO River Valley procedures, legal changes, JCQ directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders and approval from the directors. All policies and procedures are reviewed at the very least on an annual basis. Regular communication through newsletters, social media, text systems and through our website within the ADO River Valley Library is part of our Release Management.

## 5 References

Internal ADO River Valley References include:

**Reasonable Adjustments and Special Consideration Policy ([ccsw.ac.uk](https://www.ccs.ac.uk))**

## 6 Contact

This document was produced by the ADO River Valley Operations Team using the guidance provided by JCQ . This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO River Valley Chief Operating Officer by e-mailing [gmp@adoservices.co.uk](mailto:gmp@adoservices.co.uk) or calling 0208 855 6778, requesting to speak to the Chief Operating Officer or in writing c/o Chief Operating Officer, ADO Services CIC, 126 Upper Wickham Lane, Welling, Kent DA163NB.