



# NET Guidance for Centres: Reasonable Adjustments

## Document History

### Version History

Issue Date	Author	Summary of changes	Date of next review
01/02/2019	W. Lockyer	Reviewed/revised	01/02/2020

## Process for Requesting or Applying Reasonable Adjustments and/or Special Considerations

Learners should be fully involved in any decisions about reasonable adjustments. This will ensure that individual needs can be met, whilst still bearing in mind the specified assessment/examination criteria.

As the needs and circumstances of each candidate are different, centres must consider any request for a reasonable adjustment on a case by case basis.

There are two routes through which a learner may be granted reasonable adjustments to assessment/examination, these routes are to:

- Apply to NET for permission.
- Use reasonable adjustments permitted at the discretion of the centre.

In cases where NET have permitted the centre to implement reasonable adjustments without seeking prior permission, details of these adjustments can be found within this document. In these cases, NET requires centres to keep records for inspection during a centre monitoring visit (including any declarations that are signed and dated by a member of the centre staff who has formally been given delegated authority for this by the Centre Manager). These records should normally be kept for 3 years following the assessment to which they apply.

If a centre is making a request on behalf of its candidates it should complete a reasonable adjustments and special consideration request form contained within the associated NET policy and in doing so supply relevant supporting information, one unique request form should be submitted for each learner. Failure to produce the appropriate evidence of need will lead to the application being rejected.

Supporting evidence for reasonable adjustments may include but is not limited:

- Medical Letter
- SEN Statement
- Education, Health and Care Plan
- SpLD Reports
- Individual education/learning plans or development/support plans

Supporting evidence for special considerations may include but is not limited:

- Original medical certificate
- Letter from an appropriate medical professional
- Letter from an appropriate independent individual/authority
- Death certificate or a letter confirming the death

All evidence must be:

- On headed paper
- Dated
- Name of author
- Signed
- No older than 12 years old
- Details the candidate's disability or requirements or statement of events

Applications for reasonable adjustments must be processed and approved by before an examination or assessment is undertaken.

### **Reasonable Adjustments - prior permission required from NET**

If NET centres require the following reasonable adjustments, they must apply to NET in line with the process and timeframes contained within the policy:

- Extra time (including 25%)
- Attendance structure (rest gaps)
- Practical assistant
- Reader /Computer Reader
- Scribe
- Separate invigilation
- Modified enlarged paper
- Sign language interpreter

NET will send written confirmation of the request's decision.

### **Reasonable Adjustments – without seeking prior permission from NET**

Centres can permit certain adjustments without prior consultation with NET such as:

- Bilingual translation dictionaries without extra time of up to 25%
- Supervised rest breaks
- Amplification equipment
- Coloured overlays
- Low vision aid / magnifier

However, appropriate records for all such adjustments must be kept on the centre's files.