

INTERNATIONAL DANCE TEACHERS' ASSOCIATION

Examinations - Provision for Candidates with permanent learning difficulties or disabilities.

Requests for Reasonable Adjustment and Special Consideration

IDTA teachers/principals should advise Head Office in advance of any candidates with permanent learning difficulties and/or disabilities and must agree any reasonable adjustment to the examinations with Head Office, who will advise the Examiner by sending a copy of the completed form and confirmation.

Please read the information contained in this document. If you have any questions please contact IDTA Head Office.

A set of guidelines has been agreed by dance awarding organisations working with the CDET to assist with the processing of applications for reasonable adjustment and special considerations. A copy of which is available on request.

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GUIDANCE TO DANCE SCHOOLS / EXAMINATION CENTRES

1 Purpose

The IDTA is committed to providing access to its examinations to all students who are able to demonstrate the requirements of the syllabi. The IDTA offers a wide range of awards and teachers are encouraged to ensure that all candidates are entered for the most appropriate award for the candidate, taking into account their level of competence, age and any special requirements they may have. This document is designed to provide dance school principals with guidance on the IDTA's policies and procedures in respect of candidates who require, for any reason, reasonable adjustment or special consideration in the administration of an award. This guidance should be read in conjunction with the Association's syllabi. It is not exhaustive and any teacher or Examiner who wishes to discuss a particular situation should contact the Chief Executive at the Association for further guidance.

2 Background

The IDTA recognise that there are candidates who, for a variety of reasons, would find the standard structure for administering examination(s) a barrier to successfully completing the award. The IDTA therefore offers a framework that provides an opportunity for all candidates to undertake their examinations without providing any one candidate with an advantage over any other.

The guidance contained within this document is designed to provide the simplest possible framework for administering and monitoring the provision of facilities for candidates with special requirements within the spirit of maintaining an examination system that is valid, credible and fair to all. The overriding principle is that any successful candidate must be able to demonstrate the requirements of the syllabus to the same standard as any other. The arrangements detailed in this guidance can only be used to support the candidate to demonstrate the requirements of the syllabus; they cannot be used to reduce the level or extent of the syllabus requirements for a particular award, or to provide external help in delivering the syllabus requirements.

The overriding criteria for reasonable adjustment or special consideration for a candidate is health and safety, if after reviewing the individual application it is deemed unsafe for a candidate to take the examination (either for themselves or others in the examination room) then the candidate should not be entered for the examination.

3 Confidentiality of information and data processing

The IDTA treats all disclosures of sensitive personal information which is related to disability or any other of the protected characteristics of the Equalities Act in accordance with the requirements of the General Data Protection Regulation (GDPR). Please see the Privacy Notice available on the IDTA website which provides further details of how the IDTA stores and processes data of this nature.

4 Reasonable Adjustment - ie: an adjustment made to examination arrangements

The IDTA wishes to encourage principals to undertake effective diagnosis of students needs prior to an examination so that the principal is able to request from the IDTA the most appropriate variation in examination arrangements that meet the needs of the individual student.

The IDTA will consider an adjustment to the examination arrangements for candidates with permanent disabilities, learning difficulties or other reasons that would prevent them from undertaking the examination effectively using the standard procedures. The adjustment allowed will be dependant on the assessed needs of the individual candidate. It is the responsibility of the principal/head of the dance school to ensure that any request made is appropriate. In making requests, principals are confirming to the IDTA that they have considered all aspects of the examination in relation to that candidate and assessed the additional support needs that they may have.

Applications for reasonable adjustment to the examination must be made 6-8 weeks in advance of the examination, in writing and addressed to the Chief Executive. After reviewing the information provided the Chief Executive will contact the principal and agree the reasonable adjustment in writing, which will be copied to the appointed Examiner for their information and guidance.

Reasonable adjustment may include

- * extra time allowance for preparation
- * use of a room or area for the examination, which is fully familiar to the candidate
- * the use of very amplified music
- the candidate being placed in a particular position in the examination room
- * the use of a partner
- * provision of supervised breaks between different elements of an examination

This list is not exhaustive and centres may apply for other consideration where they consider that their assessment of a candidate defines a need.

The centre is responsible for ensuring that the candidate has experience of and practice in the use of the arrangements requested. Wherever possible, these should reflect the candidate's learning experience.

Reasonable adjustments apply to permanent or long-term disabilities. In the case of temporary disabilities, illness and indispositions a decision is usually made on the day of the examination about what can be done to accommodate the particular needs of the candidate. This is called a "special consideration". Please see section 4 for more information. Where possible, candidates with temporary disabilities, illness or indispositions should be advised to postpone their examination, which can usually be done without penalty.

Visual Impairment

Requirements fall into two broad categories - those candidates who have some sight and those with total impairment.

For those candidates who have some sight, the use of a familiar area together with additional time for preparation may be appropriate. It may also be possible, depending on the examination, for floor markings or other appropriate guides to be used. The same arrangements may be possible for candidates with no sight. In other cases, it may be appropriate for candidates to work with a sighted partner. However, the use of a partner must not prevent the candidate from demonstrating his or her own competencies in a way that would be possible for a candidate working without a partner.

Arrangements may also need to be made for candidates to be provided with the examination syllabus and any written examination instructions in large type, in Braille or by having the details read to them. Principals and Examiners must ensure that candidates are not disadvantaged by not be able to access any written material connected with the examination.

In approving the arrangements, the IDTA will need to know:

- * extent of sight impairment
- * method(s) proposed for supporting candidate
- * methods used to ensure candidate fully understands examination requirements
- * any proposed increases in preparation time

Hearing Impairment

Most candidates with a hearing impairment are likely to be placed at a disadvantage through their inability to hear the music being used or the need to use other equipment such as an induction loop. In developing their dance competencies, some candidates will have developed other skills including, for example, an ability to feel and respond to vibrations from the music through the dance floor.

Possible arrangements

Candidates should be able to use whatever extra equipment they would normally use and, if necessary, the examination should be conducted in a room where this equipment can be used. If the candidate requires the music to be played at a higher volume than usual, this should be allowed.

In approving the arrangements, the IDTA Examiner will need to know:

- * extent of hearing impairment
- * method(s) proposed for supporting candidate
- * methods used to ensure candidate fully understands examination requirements
- * any increases allowed in preparation time proposed

If the conduct of the examination would normally include a requirement to respond to verbal instructions either before or during the examination, alternative arrangements will be required to pass these instructions to the candidate. This might be through signing, the use of large written cards or pre-agreed and understood gestures from the examiner.

Physical Impairment - Permanent

Requests for special provision / reasonable adjustment in this area may be extremely varied and might result from conditions such as spina bifida, paraplegia or cerebral palsy. Principals will need to make judgements as to whether the candidate will be able to demonstrate all the competencies required by the examination. Principals are advised to discuss the needs of particular candidates at an early stage with the IDTA so that any arrangements that might be possible are agreed as far in advance of the examination as possible.

Possible arrangements

The IDTA will need to consider the recommendation of the principal as to the provision that needs to be made.

Specific Learning Difficulties

This heading covers all candidates with specific learning difficulties/dyslexia. The principal must take responsibility for ensuring that the candidate is entered for the most appropriate examination where they will have every opportunity to demonstrate the competencies required by the syllabus.

To successfully complete the examination, candidates may need a variety of support to ensure that they understand the full requirements of the examination. Principals should ensure that candidates are provided with whatever support is necessary for them to practice the examination procedures and, if necessary, are given extra time and support at the time of the examination. Principals are responsible for ensuring that any support given only assists candidates in understanding what is required of them at the various stages of the examination and does not provide help in demonstrating the competencies required.

Other Requests

The above list of possible requirements for variation from the standard examination procedures is not exhaustive. IDTA will always consider requests in respect of other candidates with special requirements for whom centres can provide full details of their assessed needs.

Candidates having other temporary conditions should not normally be considered for variation of examination arrangements but advised to postpone their examination to a later date.

5 *Special Consideration*

Special considerations are different to reasonable adjustments as they apply to a disadvantage that occurs to the learner either just before or during the assessment. Reasons for special consideration could be temporary illness, injury or adverse circumstances at the time of the assessment.

Candidates may apply for special consideration during or after an assessment but may not apply for special consideration in the case of a permanent disability or learning difficulty. Special considerations will be taken into account by the Examiner at the time of the examination and will be recorded and the information sent to the IDTA Head Office with the examination session report.

**APPLICATION FOR REASONABLE ADJUSTMENT / SPECIAL ARRANGEMENTS
IDTA EXAMINATIONS**

Please use the GUIDANCE TO DANCE SCHOOLS / EXAMINATION CENTRES to complete sections 1-4 of this form. The completed form should be sent to the IDTA Chief Executive **6-8 weeks prior** to the examination session (ideally with the Examination Request Form). Supporting documentation should be current eg: medical report or certificate.

Principal Name

Membership Number

Date of Examination

Candidate Name

Candidate PIN No

1. Examinations for which reasonable adjustment is requested:

Syllabus Subject	Syllabus Grade	Section / Exercise

2. Reason for application

.....

3. Reasonable Adjustment / Special Arrangements Requested (please be specific)

.....

4. Declaration to be signed by the Principal and Parent/Legal Guardian

I am satisfied that the information provided on this form is accurate. I fully support the application and confirm that the candidate is appropriately entered for the examination(s) concerned.

Name

(Principal):

Signature:

Date:

Name

(Parent/legal guardian)

Signature:

Date:

FOR OFFICE USE ONLY:

5. Comments

Copy of information sent to appointed Examiner - date: by:

Medical Information - reviewed, noted and securely destroyed. date: by: