

## **Reasonable Adjustments and Special Considerations Policy**

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### **1. Introduction**

This policy is aimed at teachers and candidates entering for IDTA examinations. IDTA staff and examiners should also refer to this policy.

The purpose of this policy is to set out the procedures that candidates, teachers and examiners should follow when implementing reasonable adjustments and special considerations. The policy also gives details of the service provided by IDTA for these arrangements. This policy is informed by the guidance provided by the Joint Council for Qualifications. Further information and guidance about reasonable adjustments can be found at [www.jcq.org.uk](http://www.jcq.org.uk)

This policy is available on our website [here](#)

This policy will be subject to review and monitoring by IDTA and if necessary will be amended and updated following feedback from examiners, teachers, parents/guardians and candidates.

Please note that we treat all records of reasonable adjustments and special consideration arrangements in confidence and retain them in accordance with our GDPR obligations.

If candidates wish to appeal against the decision by IDTA for reasonable adjustments or special consideration arrangements, please refer to our *Appeals Policy*, available to download from our website [here](#)

### **2. Ofqual Conditions of Recognition**

For regulated qualifications, Ofqual, the qualifications regulator for England, sets out requirements for all awarding organisations to comply with<sup>1</sup>. For Reasonable Adjustments and Special Considerations, the Conditions are as follows:

#### **Arrangements for reasonable adjustments**

G6.1 An awarding organisation must, in accordance with Equalities Law, have in place clear arrangements for making Reasonable Adjustments in relation to qualifications which it makes available.

G6.2 An awarding organisation must publish details of its arrangements for making Reasonable Adjustments, which must include details as to –

- (a) how a Learner qualifies for a Reasonable Adjustment, and
- (b) what Reasonable Adjustment will be made.

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<sup>1</sup> Ofqual Handbook <https://www.gov.uk/guidance/ofqual-handbook/section-a-governance>. Similar requirements apply for qualifications regulated in Wales by Qualifications Wales through their Standard Conditions of Recognition <https://www.qualificationswales.org/regulation-reform/regulating/regulatory-conditions/> and CCEA in Northern Ireland <https://ccea.org.uk/regulation/information-awarding-organisations/general-conditions-recognition>

### **Arrangements for special consideration**

G7.1 An awarding organisation must have in place clear arrangements for Special Consideration to be given to Learners in relation to qualifications which it makes available.

G7.2 An awarding organisation must publish details of its arrangements for giving Special Consideration, which must include details as to –

- (a) how a Learner qualifies for Special Consideration, and
- (b) what Special Consideration will be given.

### **3. What are reasonable adjustments and special considerations?**

IDTA is committed to fair and equal assessment of its qualifications. We expect all candidates to have equal and fair access to all the assessments we provide.

We recognise that in some cases there will be a need for some candidates to have access to a range of accommodations to meet their individual needs and provide fair access to the assessments they are undertaking.

- Reasonable adjustments can be applied for candidates who have a permanent disability or specific learning needs.
- Special considerations can be applied for candidates who have a temporary disability, medical condition or learning needs or who are indisposed at the time of the assessment

The provision for reasonable adjustments and special consideration arrangements is made to ensure that candidates receive fair recognition of their achievement whilst maintaining the integrity of the assessment.

#### **3.1 Reasonable adjustments**

A reasonable adjustment is defined as an action that will reduce the effect of a permanent disability or difficulty that places the candidate at a substantial disadvantage during assessment.

Reasonable adjustments must not affect the integrity of the assessment, but may involve:

- Making changes for individuals to the standard assessment arrangements, for example allowing candidates extra time to complete the assessment
- Adapting assessment materials, such as providing materials in Braille for those with visual impairments
- Providing access facilitators during assessment, such as a sign language interpreter or a reader
- Re-organising the assessment room, such as removing visual stimuli for an autistic candidate

Reasonable adjustments are requested and approved by IDTA before the assessment takes place. Where relevant, supporting evidence can include the diagnosis by a medical professional or substantiated by an Educational Psychologist or Paediatric practitioner. The use of a reasonable adjustment will not be taken into consideration during the assessment of a candidate's work. Reasonable Adjustments apply to how the examination or assessment is conducted not the assessment of the work.

Every request for a reasonable adjustment will be considered on a case by case basis by IDTA. What is reasonable in terms of an adjustment to the assessment will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment.

### **3.2 Special consideration**

Special considerations are different to reasonable adjustments as they apply to a temporary illness or adverse circumstance that could affect the candidate's performance. This could be taken into account before, during or after the assessment. IDTA will consider applications for special consideration based on the information provided on a case by case basis.

## **4. Reasonable adjustment examples**

Below are examples of adjustments that could be made for candidates with particular disabilities and/or learning difficulties. The examples are not exhaustive and are for illustrative purposes only:

- *Supervised rest breaks*  
Rest breaks may be taken during the examination. For video examinations filming may be split into several sessions rather than one continuous take.
- *Extra time*  
Usually up to 25% of the examination time can be added. For video examinations this can be added to the filming time. Please see Appendix 1 for more detailed information about how extra time is applied.
- *A practical assistant/prompter*  
This may include someone in the examination to help the candidate stay focussed. It cannot be the candidate's teacher. For video examinations the person assisting should introduce themselves on the video as such. For face to face examinations the examiner would act as the prompter for the candidate.
- *Instruction to examiner/examiner to be made aware*  
This may include instructions to the examiner about how they ask questions (e.g. using simple language), repeating instructions or speaking slowly for the candidate to aid understanding. Examiners may also be requested to check and confirm understanding before the candidate undertakes an assessment activity.

## **5. Submitting applications for reasonable adjustments**

Requests for reasonable adjustments must be sent to IDTA at least **6-8 weeks before** the assessment. Requests should be submitted for any examination where a candidate is entitled to an adjustment. This includes video examinations and live streamed examinations.

Requests for reasonable adjustments should be sent in with the examination applications by completing the *Application for Reasonable Adjustments* form which is available as an Appendix to this policy.

IDTA reserves the right to refuse an entry from a candidate if the adjustment required would affect the integrity of the examination.

Each request should include the following information:

- The nature of the candidate's disability/learning need
- The special assessment arrangements requested
- Any supporting evidence or a copy of the evidence

## **6. Evidence requirements**

Each application should be accompanied by supporting evidence to explain the need for the adjustment. This could include confirmation on headed paper by medical practitioners and for learning needs from Educational Psychologist or SEND qualified personnel.

Subsequent applications for a reasonable adjustment must be accompanied by supporting evidence as a candidate's condition may change over time or a different adjustment may be required for an examination at a higher grade or in a different discipline. IDTA will only store supporting medical or other evidence for a maximum of 1 year in accordance with GDPR requirements.

## **7. Special considerations**

Special considerations are granted for a temporary illness or indisposition. This can be applied for before, during or after the assessment has taken place.

### **7.1 Before the assessment**

A candidate may apply for special consideration prior to the assessment (for example if they have broken their arm a few weeks beforehand), although it would normally be more appropriate to apply for a reasonable adjustment where the condition is understood to be permanent rather than temporary.

Teachers and/or candidates need to complete the form below and provide sufficient information to the IDTA about the disability, illness, injury or other circumstance and whether they feel that this is permanent or temporary. IDTA would then make a decision about how to process the application. In the case of a permanent disability this would be processed as a reasonable adjustment and for a temporary illness or indisposition this would be processed as a special consideration.

Examples of special consideration could be:

- deferring the examination to a later date
- allowing an adjustment to the examination process – these could be similar in nature to those granted for reasonable adjustments

Applications for a special consideration to be taken into account must be made no later than 7 days prior to the assessment taking place. IDTA will do its best to accommodate any special considerations however it may not always be possible to arrange for adjustments to be made in the timescales. In these cases it may be appropriate to defer the assessment to a later date.

Applications should include:

- Venue name (if applicable)
- Candidate name

- Type and level of examination
- Date of the examination/assessment
- Summary of the temporary illness or indisposition affecting the candidate's performance
- Any medical evidence to support the application

## **7.2 During an assessment**

In some cases a candidate can be affected by an event which happens on the day of the examination or in the examination itself.

In the case of a candidate being late for an examination due to a temporary indisposition, examiners will usually be able to accommodate a change to the examination schedule to allow the candidate to take an examination later in the day.

Individual candidates who require a request for special considerations on the day of the examination should submit evidence to support their request to the examiner. Please note that the examiner is unable to make a decision straight away and IDTA will be the final arbiter of whether special consideration will be granted. IDTA will contact the teacher or the candidate directly to inform them of the outcome.

## **7.3 After the assessment**

Teachers or candidates may in some cases apply for a special consideration after an assessment if there was a circumstance that affected the candidate's performance. Examples of special considerations which would be considered include:

- serious disturbance or disruption during the examination such as a fire alarm or power failure
- temporary illness, injury or indisposition either prior to or during the examination (but assuming that the candidate attempted to, or did, complete the examination, and did not elect to withdraw)
- illness during the examination of the examiner or music operator
- recent bereavement or terminal illness of a member of the candidate's family, close friend or pet
- serious and disruptive domestic crisis leading to acute anxiety

A candidate will not be eligible for special consideration due to:

- very minor disturbances during an examination which did not materially impact on their ability to demonstrate the requirements of the examination
- a permanent disability or difficulty which is known about at the time of entry to the examination (in these cases candidates should apply for reasonable adjustments)

Examples of special consideration could include:

- A free re-mark (for live stream or video examinations)
- A free re-submission for video examinations
- A free or discounted re-entry (for live stream or face to face examinations)

Teachers and/or candidates need to complete the form below and provide sufficient information to the IDTA no later than 3 working days after the assessment.

**APPLICATION FOR REASONABLE ADJUSTMENT  
IDTA EXAMINATIONS**

Please read the guidance in this policy before completing the form. The completed form should be sent to IDTA Head Office **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**

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**1. Examinations for which reasonable adjustment is requested:**

Syllabus Subject	Syllabus Grade	Section / Exercise
.....	.....	.....
.....	.....	.....
.....	.....	.....

**2. Reason for application**

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**3. Reasonable Adjustment requested (please be specific)**

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**4. Declaration**

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:

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FOR OFFICE USE ONLY:

**5. Chief Operations Officer Comments .....**

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

**APPLICATION FOR SPECIAL CONSIDERATION  
IDTA EXAMINATIONS**

Please read the guidance in this policy before completing the form. The completed form should be sent to IDTA Head Office as soon as possible in accordance with the procedures, including any supporting information if relevant. Only complete this form if:

- The examination session has been completed
- or**
- The candidate was unable to take the examination on the day due to an unexpected situation
- or**
- There is a temporary illness or indisposition which will need to be taken into account for a future examination session

**Principal Name**

**Membership Number**

**Date of Examination**

**Candidate Name**

**Candidate PIN No**

**1. Reason for application**

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**2. Declaration**

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:

FOR OFFICE USE ONLY:

**3. Chief Operations Officer Comments** .....

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Copy of information sent to appointed Examiner (if required) - date: ..... by: .....