

King Alfred's BTEC Special considerations and reasonable adjustments policy

Document Control	
Date agreed by the SLT	01/10/2025
Date to be reviewed (<i>maximum 12 months after date above</i>)	01/10/2026
School Leadership Team member accountable for review	Dave Johnson

Person responsible for policy: Steph Orchard

Written: 05/09/2023
Revised: **01/10/2025**

Aims

1. To make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.
2. To ensure any Special Consideration adjustment to a candidate's mark or grade to reflect temporary injury, illness, or other indisposition at the time of the examination/assessment is submitted appropriately and timely.
3. To ensure that learners are not unfairly disadvantaged/advantaged during the assessment process.

To do this, King Alfred's will

Reasonable adjustments

Ensure any reasonable adjustment during an assessment reflects the normal learning or working practice of a learner in the Centre or working in an occupational area

- Only use mechanical, electronic, and other aids to demonstrate competence that are generally commercially available or available from a specialist supplier
- Ensure any adaptations do not impact on any assessment standards or competence standards being assessed
- Only use adaptations that are recognised in current JCQ guidance and contact Pearson for further guidance, if appropriate
- Consider any reasonable adjustment on a case-by-case basis
- Provide evidence of need if requested by Pearson
- Inform the learner where a reasonable adjustment application has been submitted to Pearson
- Record all reasonable adjustments made in relation to internal assessments on Form VQ/IA and make available to Pearson on request
- Apply for reasonable adjustments to external assessments in line with deadlines published by Pearson.

Special considerations

Apply for any special consideration at the time of the assessment and in line with deadlines published by Pearson

- Only apply for a special consideration if the situation meets current JCQ guidance
- Only apply for special consideration if the Centre is satisfied that there has been a material detrimental effect on the learner performance in external or internal assessment

- Make any applications on a case-by-case basis
- Inform the learner where a special consideration application has been submitted to Pearson
- Submit special consideration requests to Pearson in line with the published requirements along with evidence requested to support the request
- Make all applications for special considerations on the appropriate form as required by Pearson
- Ensure all applications are authorised by the Head of Centre

How will this be achieved:

Access arrangements are in place and shared by the exams officer with all heads of subject. These are also available in teams in the exams section. All mock assignments, internal and external assessments will reflect normal working practice and abide by AA.

Links to key Pearson documents that may be helpful for staff when reading or using the policy and procedures:

[JCQ forms for Access Arrangements, Reasonable Adjustments and Special Consideration](#)
[Special consideration process – General and Vocational qualifications](#)
[Reasonable adjustments for BTEC qualifications](#)
[Access arrangements for Pearson qualifications](#)
[Pearson Support portal](#)
[Supplementary guidance for Reasonable Adjustments and Special Consideration \(pearson.com\)](#)

Policy due to be reviewed in 01/10/2026.

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