

RTITB EPA Special Consideration Policy & Procedure (V3.1123)

Introduction

At RTITB we recognise, support, and comply with the requirements of the Equality Act 2010 to allow fair access to assessments. Apprentices who have experienced an illness or injury, or some other event outside of their control, should be supported to ensure they can take an assessment and demonstrate their level of ability in that assessment; this may require special consideration. Special consideration will be applied on a case-by-case basis after an assessment.

Documents associated with this policy & procedure are shown in bold, italic, underline.

Purpose

The purpose of this policy is to provide the RTITB workforce with guidance on the application of special consideration.

Scope

This policy only applies to End-point Assessment services.

Responsibility/Accountability

- The Responsible Officer is accountable for the review and maintenance of this policy
- The EPA Manager, Deputy EPA Manager, and Senior EPA Administrator are responsible for the correct implementation of this policy

Definition – Special Consideration

Consideration to be given to a Learner who has temporarily experienced an illness or injury, or some other event outside of his or her control, which has, or is reasonably likely to have, materially affected the Learner's ability to –

- (a) take an assessment, or
- (b) demonstrate his or her level of attainment in an assessment. (Ofqual)

Policy Statement

Special Consideration **must not** negatively impact the integrity, validity, or reliability of the assessment. Depending on individual circumstances, appropriate special consideration might include:

- Reviewing the assessment performance in light of the available information however this does not necessarily guarantee a change in result
- Making a small adjustment to the mark of the apprentice (dictated by circumstances)

Consideration will be made on a case-by-case basis, in collaboration with the employer/training provider and apprentice, to ensure a unique outcome that suits the individual's needs, but which doesn't confer an unfair advantage.

Applying for Special Consideration

A request for special consideration should be sent via email to epa@rtitb.com with the subject line 'in confidence- special consideration request'.

The request must be submitted not more than 5 working days after the completion of the assessment (or assessment element). Requests should not be made after the release of assessment results unless medical evidence comes to light about an apprentice's condition, which demonstrates that the apprentice must have been affected by the condition at the time of the assessment, even though the problem revealed itself only after the assessment.

We strongly advise sending special consideration requests as an encrypted email attachment using WinZip or similar for data security.

The request must include the following information:

- Apprentice name
- End-point Assessment standard
- Date of End-point Assessment
- Date problem identified
- Summary of circumstances affecting assessment performance
- Any relevant evidence (e.g. medical letters)
- Confirmation that the information within is factual and honest to the best of the submitter's knowledge

We will deal with all requests within 5 working days. If for any reason this timeframe will not be achieved, we will provide an estimated completion date.

Once the EPA Manager has determined whether a special consideration will be granted, the apprentice's database record will be updated to reflect the EPA Manager's determination for future review and for audit purposes. Special consideration records will be analysed on a twelve-monthly basis for patterns and trends that might indicate opportunities for improvement or potential misuse.

In the event that the employer/training provider or apprentice wishes to appeal the EPA Manager's decision, please refer to the ***Appeals process***.

All subsequent communications on the issue of special consideration will be recorded in the apprentice's database entry.

All records will be maintained and securely stored for 6 years.

Feedback and Further Advice

To provide feedback on this policy, or for further advice and guidance, please contact the Responsible Officer or email epa@rtitb.com.

Signed Date: 2/11/2022

This policy must be reviewed by the Responsible Officer no later than end of December 2022.

The policy and procedure will be revised as necessary, and in line with feedback from stakeholders or changes in legislation.