



# **Access Arrangements And Reasonable Adjustments**

Email: [info@ukawards.org.uk](mailto:info@ukawards.org.uk)

Website: [www.ukawards.org.uk](http://www.ukawards.org.uk)

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V0.1	12-2024	Final review and approval by Executive Team

## 1. Policy Principles

This policy outlines the approach to access arrangements and reasonable adjustments for all qualifications offered under UK awards, ensuring compliance with regulatory requirements and adherence to the principles of fairness and accessibility.

## 2. Introduction

### 2.11 Purpose

The purpose of this policy is to:

- Support centres in applying access arrangements and reasonable adjustments for their learners.
- Ensure a standardised and fair process for all learners requiring adjustments.
- Comply with the Equality Act 2010 and relevant qualification regulatory requirements

### 2.12 Scope

This policy applies to:

- All staff involved in the design, delivery, management, assessment, and quality assurance of regulated and unregulated qualifications.
- Learners requiring access arrangements and reasonable adjustments.

### 2.13 Responsibilities/Duties

- **Assessment Delivery Manager:** Ensures policy compliance and updates.
- **Assessment Delivery Officers:** Ensure consistent application of access arrangements.
- **Centres:** Must ensure adherence to the policy and maintain required evidence for adjustments.

### 2.14 Definitions

- **Access Arrangements:** Pre-assessment modifications to remove disadvantages without altering assessment integrity.
- **Reasonable Adjustments:** Adjustments made to enable learners with disabilities to participate in assessments.

## 3. Process

### **3.11 Overview of Access Arrangements and Reasonable Adjustments**

The Equality Act 2010 requires awarding organisations to ensure that learners with disabilities are not placed at a disadvantage in assessments. Adjustments should allow learners to demonstrate their knowledge without compromising the reliability of assessment outcomes.

### **3.12 Assessing for Access Arrangements and Reasonable Adjustments**

An assessment must be conducted by a qualified professional to determine the learner's need for access arrangements or adjustments.

### **3.13 Assessor Requirements**

The Head of Centre must ensure the assessor is:

- A registered psychologist with the Health & Care Professions Council.
- A specialist assessor with a valid SpLD Assessment Practising Certificate.
- An Access Arrangements Assessor with Level 7 qualification in individual assessment.

### **3.14 Processes and Timescales**

#### ***Requesting an Access Arrangement or Reasonable Adjustment:***

Centres must submit requests using the designated online portal and retain evidence for review.

#### ***Centre Delegated Adjustments:***

Some arrangements may be implemented without prior approval but must be documented for inspection.

#### **Evidence Requirements:**

- Learners must provide up-to-date evidence (within 26 months of assessment).
- Documentation must be retained for external quality assurance and inspection.

### **3.15 Learner Personal Data Consent**

Learners must provide written consent for processing their data related to access arrangements, stored for at least two years.

### **3.16 Notifying UK Awards**

For non-delegated adjustments, Centres must notify UK Awards through the online portal, following specific submission guidelines.

### 3.17 Timescales for Notification

Adjustment Type	Minimum Notice Required
Reader, Scribe, Enlarged Papers, Colour Contrast	15 working days
Braille Papers, Tactile Diagrams, Modified Language Papers	30 working days

Requests must be made within the specified timeframes to ensure timely processing.

### 3.18 Appeals

If a learner or centre disagrees with a decision regarding access arrangements, they may submit an appeal following the awarding **body's Appeals Policy**.

## 4. Initial Equality Impact Assessment:

A preliminary equality impact assessment has been conducted with no significant concerns raised.

## 5. References to Associated Documents

- Guidance on Applying Access Arrangements and Reasonable Adjustments
- Appeals Policy

## 6. Implementation and Dissemination

This policy will be available on the awarding body's website and communicated through centre newsletters.

## 7. Monitoring Arrangements

The policy will be reviewed annually by the assessment delivery team.

## 8. Data Retention and GDPR Compliance

All personal data will be processed in compliance with data protection laws. Any evidence requested for inspections will be securely handled and retained only for the necessary period.

## 9. Contact Information

For further inquiries regarding access arrangements and reasonable adjustments, please contact:



Education Excellence

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Email: [info@ukawards.org.uk](mailto:info@ukawards.org.uk)