

Reasonable Accommodation - Information for Learners

A KCETB INFORMATION LEAFLET

What is reasonable accommodation?

For assessment, reasonable accommodation is the term for the adaptation of assessment to cater for the needs of learners whose personal situation means that the assessment would otherwise be unfair.

Who can apply for reasonable accommodation?

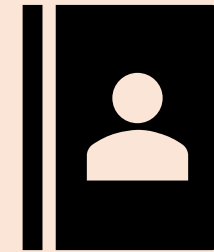
Any learner that requires a reasonable accommodation can apply.

How can I apply for reasonable accommodation?

If you want to apply for reasonable accommodation, you should complete the form AP04 Reasonable Accommodation. This is available on the [QA website](#) and can be completed with the Internal Assessor (your teacher or tutor).

When can I apply for reasonable accommodation?

The form must be submitted at the start of the programme or at least 30 working days before the assessment is scheduled.



What evidence will I need?

The evidence must include one or more of the following:

- Medical/Consultant Report
- Educational Psychologist Report compiled within the last five years
- Occupational Therapist Report
- Previous evidence of support provided during a state exam within the last three years

Is this confidential?

Yes - your application will be confidential.

Who will review my application?

The application will be reviewed by the Internal Assessor (your teacher or tutor). They will look at possible adaptations for the assessment.

When will I know about the outcome of my application?

You will be told within five working days.

Will this change the award I get?

No - there is no change to the standard of the award.

What accommodation can I expect?

The accommodation will be made depending on the learner information supplied in the application.

Examples include:

- Presenting the assessment in a different way
- Allowing a reader and / or scribe for the assessment
- Having a sign language interpreter
- Allowing an assistant
- Additional time to complete the assessment
- Adaptive technology or equipment
- Approved assistive technology
- Alternative presentation of evidence
- Different assessment centre

I am not happy with the result of my application. Can I appeal?

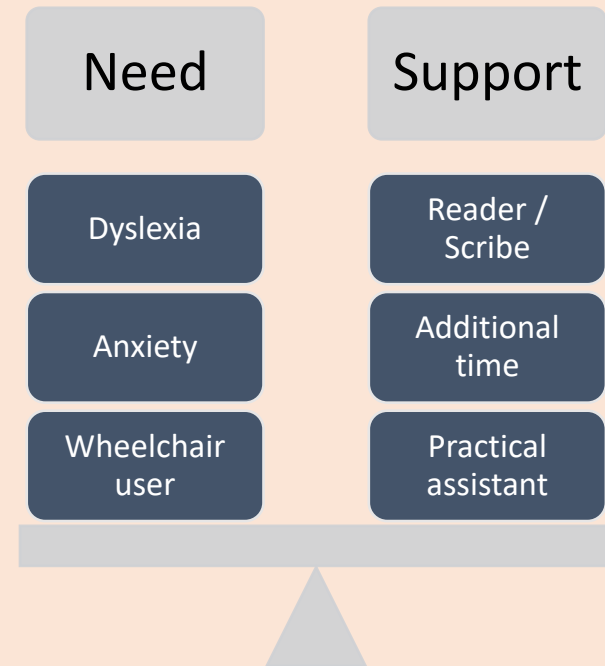
Yes. Appeals can be made by completing Part C of the Reasonable Accommodation form and submitting to the centre manager. You should know the result of the appeal within 5 working days.

I am getting support in an assessment. Is this fair to other learners in my class?

Yes; it is fair. Your application has been reviewed and you are being given an accommodation that is suitable for you. This is individual to you and not relevant to other people in your class.

What examples of reasonable accommodation are available?

Depending on the need of the learner for reasonable accommodation, an appropriate support will be put in place. Potential examples are detailed below:



Where can I get more information?

You can get more information from any member of the teaching staff at your centre / college. They can contact the QA Office with any queries in relation to the Assessment Policy.

Quality Assurance Office, Adult Education, KCETB

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