



## Access to Assessment Policy (Including Exam Invigilation)

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## Purpose of this policy

To ensure learners can realise their full potential, Apprentify Group Limited ('the Organisation') is committed to ensuring that all learners have fair and equal access to assessment. Apprentify Group Limited ('the Organisation') recognises that this may, in line with awarding Organisation policies and procedures, involve the application of reasonable adjustments and special considerations.

This policy is to be applied in conjunction with, and with reference to each specific awarding Organisation's guidance on reasonable adjustments and special considerations (see each awarding Organisation website for details).

## Scope

The Head of Quality will support in shaping the policy and procedures, and the LIQA will ensure that Trainers/Assessors conform to the policy but undertaking observations on assessment/invigilation when required.

Line managers will liaise with the LIQA on making suitable arrangements for assessment

## Definition

### Definition of access arrangements

Access arrangements allow learners to show what they know and can do without changes the demands of the assessment. For example, using extra assessment time, readers, or scribes. Access arrangements must be agreed before the assessment takes place. They allow learners with special educational needs, disabilities, or temporary injuries to access assessment fairly.

### Definition of reasonable adjustment

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places a learner at a substantial disadvantage in the assessment situation.

### Definition of special considerations

Special consideration is a post-examination adjustment to a learner's mark or grade to reflect temporary illness, injury or other indisposition at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a learner's ability to take an assessment or demonstrate their normal level of attainment in the assessment.

## Procedures

### Determining suitable access arrangements

Trainer/Assessors should consider the following points when determining suitable access arrangements:

- What arrangements are suitable for the qualification
- The learner's normal way of working (e.g., support that is normally provided during learning)

Adjustments to assessment should not compensate the learner for lack of knowledge and skills. The learner must be able to cope with the content of the assessment and be able to work at the level required. Any adjustment must not invalidate the assessment requirements of the qualification.

- Details of how the access arrangements will work in the assessment

Guidance should be gained from the specific awarding Organisation/end point assessment documentation or by contacting them directly. Contact should be made via the Quality Team (LIQA/Head of Quality)

- Is evidence required, prior permission or assistance required by the awarding Organisation?

Principles for making reasonable adjustments and special considerations

Each request will be unique to that individual and the assessment. These guidelines offer some broad principles for employees to follow when deciding on reasonable adjustments. The adjustments:

- Should not invalidate the assessment requirements of the qualification.
- Should not give the learner an unfair advantage.
- Should reflect the learner's normal way of working/learning.
- Should be based on the individual needs of the learner.

#### Reasonable adjustment and special consideration appeal procedure

This procedure allows learners to appeal against a decision if they are not granted reasonable adjustment or special consideration to which they believe they are entitled. The Appeals procedure should be followed. The awarding Organisation decision is final.

#### Exam Invigilation

Netcom will ensure all exams (online or paper-based) are conducted as required, in line with JCQ and awarding Organisation regulations and instructions. We will use suitably trained invigilators (and access arrangement facilitators) to supervise (and support) learners. All new invigilators will be observed at their first test session and thereafter annually.

#### Review

The policy will be reviewed on an annual basis and/or in light of any major operating procedural changes or those relating to legislation/best practice.