



IIMTS
Awarding Body

IIMT STUDIES LTD **CENTRE POLICY**

IIMT Studies Centre Policy | Copyright- IIMT Studies Ltd. (IIMTS AB)

Policy for Reasonable Adjustments and Special Considerations for IIMT Studies Qualifications

Policy Compliance:

This policy complies with
Ofqual, Handbook 3. Criterion C: Resources and Financing



Awarding Quality Qualifications through Global Recognition

Document Code No. IIMTS AO OGCR AAP 01 2020

| | | |
|--|---|---|
| Title of the Policy: Policy for Reasonable Adjustments and Special Consideration | Authorised by Responsible Officer | Created: Version 1 1 November 2023 |
| Conditions of Recognition: General Conditions of Recognition | | Current version: 3 Next Review Date: 1 April 2026 |

Important contact-

Any query or concern related to this policy may be directly addressed to the Responsible Officer.

[IIMT Studies Ltd]
Company number 11649333

Registered office address
[Havelock Hub
14 Havelock Place
Harrow
London
HA1 1LJ

Ph- +44-7466650066
Email- info@iimtsab.co.uk
Website- www.iimtsab.co.uk

Awarding body:

IIMT Studies Ltd- www.iimtsab.co.uk

Acronym used to represent IIMT Studies Ltd (IIMT Studies):

IIMTS AB

Regulating Body:

OFQUAL

Ofqual.gov.uk

Index

| Sr No. | Titles |
|---------------|----------------------|
| 1 | Policy Code |
| 2 | Policy Statement |
| 3 | Objectives of Policy |
| 4 | Policy Framework |
| 5 | Centre Limitations |

(A) Policy Code: IIMTS_AO_OGCR_AAP_01_2020

(B) Policy Statement:

Purpose

The purpose of the policy is to outline the steps centres must follow when implementing Reasonable Adjustments and special consideration policies. Centres must ensure that they use the contents of the policies to inform decisions on the contents of their own internal policy and the judgments taken regarding matters in the implementation of these policies.

Overview

Section 96 of the UK Equality Act states that awarding organisations must not discriminate, harass or victimise when conferring qualifications. Assessment should be a fair test of a learner's knowledge and what they are able to do. However, for some learners, the usual format of assessment may not be suitable, hence the need for the policy. IIMT Studies as an Awarding Organisation, through this policy, ensures compliance with the Equality Act at all times by demonstrating the requirement of the Condition of Recognition Section G.

(C) Objectives of Policy:

Reasonable Adjustments

A Reasonable Adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in a learning or assessment situation. Learners who require a Reasonable Adjustment are usually identified at enrolment, and the learner should be asked to declare their need at this stage. Information so gathered, followed by agreement to do so, should then be passed to the Responsible Officer.

Examples

Reasonable adjustments must not affect the integrity of what needs to be assessed, but might involve:

- Allowing learners extra time to complete the assessment activity.
- Adapting assessment materials, e.g. providing materials in large print.
- Providing a sign language interpreter or a reader to ensure learning takes place and the rules of assessment are clear.
- Re-organising the teaching and assessment rooms so they are accessible to learners with physical disabilities.

The use of a Reasonable Adjustment should not be taken into consideration during the assessment of a learner's work, as the Reasonable Adjustment has already been made.

IIMT centres are only required by law to do what is **reasonable** in terms of giving access. What is reasonable will depend on the individual circumstances, cost implications and the practicality of the Adjustment. Other issues, such as the need to ensure health and safety standards, must also be considered.

Special Considerations

They can be applied before or after an assessment if there is a reason that the learner may have been disadvantaged at the time of the assessment. Centres must ensure their policies provide specific criteria for when special consideration will be considered. The learners must provide documented evidence to show that their personal circumstances merit special consideration, e.g., a doctor's certificate or a signed letter confirming a family bereavement.

IIMT expects a Centre to put arrangements in place to enable a learner, in extenuating circumstances, to complete the assessment at a later stage. All applications for special consideration should only be made on a case-by-case basis, and thus separate applications must be made by each learner for each Unit affected.

Examples

- Serious or terminal illness of the learner
- Serious or terminal illness of a parent or close relative
- Serious or terminal illness of a spouse
- Recent bereavement of an immediate family member
- Recent domestic crisis
- Broken limb
- Recent physical assault trauma

Adjustments to assessment should not compensate the learner for a lack of knowledge or skills. Centres should not assume that the same Adjustment will be required for all assessments. Different qualifications and different methods of assessment can make different demands on the learner. Finally, the learner should be consulted throughout the process.

Miscellaneous Matters

IIMT External Quality Assurers (EQA) will check centre policies and the processes which are used to implement the adjustments.

- During the EQA visit, the EQA will review the circumstances of each case of special consideration to ensure that the decision made maintains the equity, validity and reliability of the assessment for the learner and does not confer on the learner an unfair advantage.
- IIMT centres should identify the range of services they provide for designated learners with a learning difficulty, e.g. dyslexia, hearing impairment, visual impairment, medical condition or temporary injury, etc.
- Applications for a posthumous certificate should be submitted by the Head of the Centre in writing to IIMT.
- To be able to comply with and implement the said policy, all centres must adopt the IIMT Studies policy and implement it at all times.

IIMT Studies and its approved centres abide by full integrity while applying this policy and ensure that:

- Any eligible candidate doesn't lose the opportunity to learn the qualification, whereas any unfair practice is not followed.
- All learners have equal opportunities given for the qualifications offered.
- No learner obtains an unfair advantage in the Adjustment or Consideration.
- All records are maintained and kept as per the data protection policy and document management system process.
- The integrity, reliability and validity of the qualification are not violated while applying any adjustments or considerations.

(D) Policy Framework:

This policy will have the following major compliance segments:

- a. Application for Reasonable Adjustment and Special Consideration.
- b. Verification and Validation process of the application.
- c. Recommendation & Approval.
- d. Withdrawal of Adjustments.
- e. Dealing with fraud and indiscipline.

(a) Application For Reasonable Adjustment and Special Consideration:

Centres are required to record the following to implement the policy.

- The circumstances concern or limitations for which the adjustments are applied.
- Specific period for which the Adjustment is required.
- The kind and nature of Adjustment are required, like support, special facilities, special infrastructure, special financial instalments, etc.
- The application has to be supported by the evidence of the claim, like a medical certificate/government notification/newspaper or news Channel details, etc., as mentioned in the objectives above in this policy.

Reasonable Adjustments:

In all cases, the centres, at all times, must ensure that:

- Evidence is produced well in advance, prior to (mostly before the registration in qualification), to apply the Reasonable Adjustments and the applications are approved by IIMT Studies.
- Assessment for the work produced following a Reasonable Adjustment must be assessed the same way as that of other learners. The EQA should be involved whenever required while assessing the work of such learners.
- The Centre must ensure the Reasonable Adjustment provided doesn't affect the validity, reliability and authenticity of the qualification provided by IIMT Studies.
- The Centre must also ensure that all criteria of qualifications are met while applying the Reasonable Adjustment. If there is any error / potential error identified by the Centre while applying the Adjustment, the same must be brought to the notice of IIMT Studies and seek further assistance.
- The Centre must ensure that it records all adjustments and evidence to represent to the regulator or EQ assurer during the external quality assurance exercise, complying with the EQA policy. And must not alter any evidence produced by the learner or help the learner beyond the adjustments allowed.
- The Centre must contact IIMT Studies if they are unsure **whether** the adjustments provided may affect the validity, reliability, and authenticity of the qualification, and seek further guidance.

Reasonable Adjustment Eligibility:

Any learner with a disability, protected characteristic, or specific learning difficulty that may interfere with their ability to demonstrate knowledge, skills, and understanding in an assessment is eligible for Reasonable Adjustments. This includes learners with:

- Physical disabilities
- Sensory impairments
- Mental health conditions
- Learning difficulties
- Autism spectrum disorder
- Religion or belief

- Gender reassignment
- Age
- Race
- Pregnancy or maternity

Apply for Reasonable Adjustment:

Learners can apply for Reasonable Adjustments directly via their respective Centre. Centres must submit the application along with the following-

- Details of the learner's disability, protected characteristic, or specific learning difficulty
- Explanation of how the condition affects assessment performance
- Specific Reasonable Adjustment(s) requested
- Supporting evidence (e.g., medical diagnosis, teacher reports)

Additionally, centres will be required to mention what resources are in possession to support the requirements of the learners.

IIMT Studies, additionally, would-

- Implement approved Reasonable Adjustments effectively, ensuring adequate resources and support for learners.
- Regularly monitor and evaluate the effectiveness of Reasonable Adjustment arrangements, making improvements as needed.
- Comply with regulatory requirements at all times and ensure the centres follow the quality process as mentioned in the policy and conditions of recognition.

Special Consideration (SC):

Types of Special Consideration:

- Granted an extension for an assignment
- Permitted a small post-adjustment to the grade or outcome
- An alternate opportunity granted for an assessment or a part of the assessment
- Additional or extension of the instalment facility

Special Consideration Eligibility:

Special consideration may be given to learners who have experienced exceptional circumstances beyond their control, significantly impacting their assessment performance.

This includes:

- Sudden illness or injury
- Bereavement or family emergencies
- Natural disasters or unexpected events
- Any other special condition that evidently clarifies a learner's needs should be considered for the special consideration eligibility criteria.

Apply for Special Consideration:

Learners can apply for Special Consideration directly via their respective centres. Centres must submit the application along with the following-

- Detailed explanation of the event and its impact on assessment performance.
- Supporting evidence and documentation.

What's next on the application-

Upon the receipt of the application, IIMT Studies will consider each Special consideration application on an individual basis, considering the severity of the event, its impact on performance, and available Special Consideration options. The decision will be communicated promptly and clearly to the Centre to extend it to the learners.

With that, IIMT Studies will provide a clear reason to the Centre if an application is rejected, suggesting alternative Special Consideration where appropriate. Dissatisfied learners will be able to make an appeal through the process mentioned in the complaint and appeal policy.

While applying the Special Consideration, IIMT Studies and its centres will also ensure that Special Considerations are applied appropriately and consistently, balancing fair assessment with mitigating the impact of exceptional circumstances.

While deciding on the application of Special Consideration, IIMT Studies may consider various factors which may vary from learner to learner and/or from one subject to another. The factors considered are assessment type, qualification criteria, their components and dates of assessment. The decision is taken on a case-by-case basis only.

Learners will not be eligible for special consideration if:

- a) The Centre fails to supply evidence that the learner is affected by a special condition at the time of assessment. While the Centre has received valid evidence and failed to supply it, it may attract sanctions against the Centre. In such cases, the learner may follow the complaint and appeal policy for the required consideration
- b) Assessment and/or a part of the assessment is missed / not attended due to unauthorised absence, holidays or any other personal arrangements
- c) Centres may attract sanctions if they fail to provide the necessary resources as prescribed in IIMT Studies Ltd policies relating to learning and teaching. For example: staff,

infrastructure, technological requirements or any facilities prescribed in policies and agreements.

- d) Assessment demands a practical demonstration of evidence to be produced by a learner
- e) Assessment is required to meet the full qualification criteria.
- f) Qualifications that may require a specific license to practice or software to complete the assessment.
- g) Special consideration leads to the violation of qualification integrity, authenticity and reliability

Responsibilities of the Awarding Organisation:

Committed to inclusive access to qualifications, IIMT Studies implements an overall approach explaining policy development, guidance and support, assessment design, application moderation, and external quality assurance. Readily accessible Reasonable Adjustment and Special Consideration policy, aligned with Ofqual requirements, JCQ guidance, and evolving case law, provides clear eligibility criteria, application procedures, and appeal mechanisms. Regular reviews and revisions ensure these policies reflect best practices and adapt to regulatory changes. Dedicated support channels, training materials, and expert guidance empower Centres to effectively implement RA and SC provisions.

IIMT Studies aims to develop qualifications to allow fair and equitable access to these qualifications for all learners, regardless of their background, disability, or circumstance. Diverse assessment formats, alternative methods, and accessible materials, platforms, and technologies are actively employed. Accessibility audits and feedback loops inform continuous improvement in assessment design and delivery.

IIMT Studies will also provide Centres with dedicated support channels, training materials, eligibility checklists, documentation templates, and expert guidance to facilitate effective Reasonable Adjustment and Special consideration implementation. Regular updates on relevant developments and best practices will be disseminated to support continuous improvement.

Recognising the complexities of some applications, IIMT Studies has established a robust yet transparent system for reviewing and approving RA and SC requests in collaboration with Centres. This system involves expert judgement, consistent application of eligibility criteria, and clear communication of decisions.

To ensure compliance and best practice implementation, IIMT Studies conducts regular external quality assurance (EQA) processes to monitor the Centre's implementation of Reasonable Adjustment and Special consideration policies. EQA findings are utilised to provide constructive feedback, support, and identify areas for improvement.

Through this approach, IIMT Studies demonstrates its dedication to providing a fair and equitable assessment environment where every learner has the opportunity to reach their full potential.

Centre Responsibilities:

- They comply with this policy at all times, ensuring consistent and equitable application across all learners within their remit. Staff training and awareness programs will be implemented to maintain a high level of competency in Reasonable Adjustments and Special Consideration procedures.
- Centres will proactively identify learners who may require Reasonable adjustments and Special Consideration through established screening mechanisms and maintain open communication channels to address their needs effectively and promptly. Timely information, guidance, and support will be provided to learners regarding Reasonable Adjustments and Special Consideration procedures.
- Centres don't apply their own special consideration unless the outcome of the application sent to IIMT Studies is received. Centres will establish transparent procedures for receiving, assessing, and approving/denying Reasonable adjustments and Special Consideration applications, following documented timelines and clear communication protocols. Relevant evidence and professional consultations will be sought as needed to ensure informed decision-making, ensuring the integrity and fairness of the assessment process.
- If a mass/group of learners is to be provided with special consideration, inform IIMT Studies and extend the assessment dates. The circumstances may arise where the learner is not able to complete the evidence; they may be certified on a smaller-sized qualification within the same level.
- Learners must demonstrate the achievement of outcomes as prescribed in the qualification criteria.
- Centres put all arrangements in place to complete the assessment, as prescribed in policies, to achieve the qualification for a learner.
- Special Consideration request is made on a case-by-case basis and separately for each learner.
- Learners are aware of any restrictions on progression routes as a result of not achieving specified outcomes.
- Centres must implement the agreed-upon Reasonable adjustments and Special Considerations effectively during assessments, providing adequate resources, support, and training to learners to ensure they benefit fully from the approved adjustments. Clear and consistent communication will be maintained with learners regarding the implementation of adjustments.
- Centres must maintain accurate records of all Reasonable adjustments and Special Consideration applications, decisions, and implementations, ensuring data integrity and facilitating traceability for EQA purposes. Secure and accessible storage systems will be employed to comply with relevant data protection regulations and ensure authorised access.
- Centres may actively seek clarification, guidance, and support from IIMT Studies, particularly for complex cases or emerging issues. Open communication and a

Collaborative approach remains a focused area to promote continuous improvement of inequitable assessment practices.

- Centres must also report to IIMT Studies if any learner, or group of learners, knowingly/unknowingly, is unfairly advantaged due to any Reasonable adjustment or Special Consideration approved by IIMT Studies.

Dealing with fraud and indiscipline:

This clause will be applicable for all such cases where a false claim or application was made and/or required documents submitted were found inappropriate or wrong, and/or the benefit claimed was with wrong interest, or an instance of conflict of interest or malpractices may be found during the process of approval of the application. In all such cases or similar cases, Centres may attract sanctions as per the sanctions policy.

This clause includes instances where:

- Applications contain inaccurate information about the learner's disability, protected characteristics, or specific learning difficulty.
- Supporting documents are forged or misrepresented.
- The requested Adjustment is not genuinely needed or intended to gain an unfair advantage.
- The learner has a conflict of interest or engages in malpractice during the application process.
- The qualification criteria are not met as specified in the qualification books.
- Learner(s) gained an unfair advantage of Reasonable adjustments or Special Consideration.

In such cases, IIMT Studies, in accordance with its sanctions policy, may take appropriate action against the Centre involved. This could include:

- IIMT Studies may conduct thorough **investigations** to determine the extent of the misuse and identify any individuals involved.
- In confirmed cases of misuse, IIMT Studies reserves the right to **withhold or revoke previously granted approvals**.
- Centres may be subject to **financial penalties/sanctions** to deter future misuse and compensate for any potential unfair advantage gained using the Sanctions Policy.
- Depending on the severity of the offence, IIMT Studies may **publicly disclose instances** of misuse to protect the integrity of its assessment systems if necessary.

By implementing these measures, IIMT Studies aims to protect the rights of genuine learners, ensure the integrity of our assessments and promote ethical practices as per the conditions of recognition of Ofqual.

(E) Centre limitations:

- a) Centres can apply this policy to learners who benefit from it with the above-mentioned process. The policy applies on a case-by-case basis.
- b) In case the Centre is unsure about the learners' achievements, it may contact IIMT Studies for further guidance.
- c) Centres must not make the decision on behalf of IIMT Studies, considering they meet all parameters of the policy, unless they receive the final decision.
- d) Centres must put appropriate alternative arrangements in place if applied for the case and have been approved by IIMT Studies. It may include:
 - Technological arrangement
 - Infrastructural arrangements
 - Calendar date arrangements
 - Resource arrangements

If the Centre identifies, later after the approval, that the learner has been unfairly advantaged, it must be immediately reported to IIMT Studies via the appropriate communication channel.

Recruiting with integrity:

Centres must recruit learners with full integrity. It is critical to ensure learners have relevant information about the qualifications and this policy, and ensure it meets the needs of learners. Centres must ensure they have the complete information provided to learners in advance while recruiting learners for any IIMT Studies qualification.

Centres are required to ensure, at the time of the recruitment process, each learner is assessed carefully and the judgements are made about the potential ability of the learner to successfully complete the assessment and achieve the qualification, checking the learning outcomes. It is equally essential to check the judgements about meeting the assessment criteria of mandatory units and, wherever applicable, selecting the appropriate route of available optional units. Centres are responsible for identifying the support that is required in case of such assessments, made available in order to make the assessments accessible to learners, subject to complying with this policy.

Learners' inability to demonstrate the attainments:

While making the judgements, the Centre may identify that the learner may not be able to demonstrate attainment of all parts of the assessment, which may lead to partial attainment of the qualification the learner has selected. After clear communication with the learner, the Centre may let them decide if they want to go ahead with all/partial parts of the qualification assessment. Learners, along with having a complete understanding of the range of options available for them to complete the qualifications with required support and/or available Reasonable Adjustments, should also be aware of the restrictions on progression routes that may be faced by learners as a result of not achieving certain outcomes of the qualification.

It is the IIMT Studies and Centres' responsibility to ensure that all learners of qualifications have equal opportunities provided to reach their full potential to demonstrate their attainments in order to earn the qualification for which the AB and its recognised centres may have to make adjustments to the assessment following the policy quality standards as specified by the regulators, with no unfair advantage over other learners.

The centres must ensure the following is communicated in advance to benefiting/applicant learners:

- Ensure the options and alternative routes available to learners
- This should be communicated to learners through a reliable communication channel
- Restrictions on progression routes might be affected if the desired outcomes/attainments are not achieved by learners.
- The evidence to be demonstrated by learners is identifiable according to the other policies
- While recruiting, learners have full information about the qualification, the criteria of qualification, the policy of assessment, the equality law and the policy of Reasonable Adjustment and special Consideration.



IIMTS
Awarding Body

Address __

IIMT Studies LTD
Havelock Hub
14 Havelock Place
Harrow
HA1 1LJ
United Kingdom

Call us on __

+44 7466650066

Email us on __

info@iimtsab.co.uk

www.iimtsab.co.uk