

1st4sport Qualifications

the awarding body for active learning and leisure

Access Arrangements

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Developing and awarding qualifications for the active learning and leisure industry

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1 Introduction

1st4sport Qualifications endeavour to ensure there are no unnecessary barriers to assessment. It is our aspiration that requirements and methods used are sufficiently flexible to enable the widest range of learners to fairly and reliably demonstrate competence.

Access arrangements relate to the implementation of reasonable adjustments and/or the confirmation of special consideration to reduce the substantial disadvantage caused due to learners' disability or difficulty. In accordance with the 1st4sport Equal Opportunities Policy, we have a commitment to provide access for learners with particular needs to prevent discrimination in the delivery of our qualifications and in the assessment of learners' skills and knowledge.

In establishing the appropriate arrangements, we aim to ensure be valid and reliable outcomes whereby the arrangements are applied to accurately reflect learners' competence to meet the assessment outcomes of the qualification and the vocation for which the qualification is designed. On this basis, we continuously monitor the application of access arrangements to verify that learners are not given an unfair advantage over learners without particular needs.

As part of our continuous quality improvement arrangements, the 1st4sport Quality Management Team (QMT) monitors and evaluates the effectiveness of access arrangements procedures to ensure that the requirements of current legislation and learners' particular needs are met.

2 Reasonable Adjustments

Reasonable adjustments are any actions/arrangements made prior to the assessment and/or delivery of a qualification to reduce the effect of a disability or difficulty that places a candidate at a substantial disadvantage. These arrangements are made for the assessment of learners with a permanent, long-term or temporary disability, a learning difficulty, illness or indisposition.

Some reasonable adjustments may require sufficient time for preparation; therefore, recognised centres must determine learners' particular needs and requests for the provision of access arrangements at an early stage. All possible practical steps must be taken to apply reasonable adjustments, and promote equality of access for learners who are placed at a substantial disadvantage in comparison to a person without a disability or difficulty. Therefore, recognised centres are required to:

- ensure all personnel who advise and guide potential learners have had training to make them aware of access-related issues and 1st4sport's procedures
- establish early contact with 1st4sport, in order to determine the provision and type of reasonable adjustments for all learners who make a request/with an identified need
- consider reasonable adjustments for future learners with particular needs may need, and make appropriate provision in advance
- identify as early as possible, preferably before registering a candidate for a qualification, any difficulties/disabilities the candidate may have
- apply for reasonable adjustments on behalf of the candidate and attach relevant evidence in support of the application via Athena, the 1st4sport Quality Assurance System
- use specialist advice in identifying learners' disabilities, where required
- explain the learning programme requirements and assessment criteria to the candidate, to establish any restrictions on access to delivery and/or assessment which may result in the candidate being unsuccessful
- suggest appropriate adjustments based on *1st4sport's Synopsis of Reasonable Adjustments* and published procedures, taking into account the nature of the skills/knowledge being assessed and the implications for assessment due to a candidate's difficulties
- ensure appropriate equipment/personnel is available for selected adjustments to assessment (according to the *1st4sport Reasonable Adjustments*), such as technological equipment or any assistant personnel (eg reader, scribe, practical assistant)
- ensure buildings, assessment sites and resources used for delivery and assessment are accessible to all learners, as far as is practicable
- ensure adjustments made are permitted and agreed with 1st4sport and the level/type of assistance provided is not excessive
- retain securely all records of adjustments and decisions made for learners and relevant documentation (ie applications, evidence, etc) for five years
- publish and communicate appeals procedures to facilitate learners who wish to appeal against decisions related to adjustments provided or refused.

2.1 Eligibility for Reasonable Adjustments

Reasonable adjustments may take any number of forms and learners might require different types of reasonable adjustments for different types/methods of assessment. Please refer to our Synopsis of Reasonable Adjustment to assist in the identification of the appropriate adjustments that may be made.

2.2 Procedure for Requesting Reasonable Adjustments

To meet our responsibilities to individual learners, and in terms of current disability and equal opportunity legislation and regulatory requirements, procedures to make reasonable adjustments for learners with particular needs and assessment requirements have been developed for recognised centre personnel to use. Particular requirements may take any number of forms and learners might require different types of reasonable adjustments for different types/methods of assessment. The main types of reasonable adjustments may be:

- adaptation of assessment material
- provision of assistive personnel and related tools during assessment
- provision of assistive technological equipment
- change of assessment method
- change of assessment arrangements.

Learners' requests for reasonable adjustments are required to be identified and met, where possible. Therefore recognised centres must have a procedure in place (as outlined within our recognised centre requirements) to make an appropriate initial assessment of learners prior to commencing the qualification.

Recognised centres are then required to inform us of all requests for reasonable adjustments via the Reasonable Adjustments Form contained on *Athena the 1st4sport Quality Assurance System*. The form should be created by an appropriate person within the recognised centre, and submitted to 1st4sport for review via Athena.

In the event of a candidate having multiple disabilities/needs, reasonable adjustments will be provided in accordance with the 1st4sport synopsis of RA against the submitted evidence to determine eligibility and related evidence submitted. Learners, whose particular needs are not covered by the suggestions contained within our Synopsis of Access Arrangements via Reasonable Adjustment, should inform recognised centre personnel, who should seek additional guidance from 1st4sport Quality Management Team (QMT). In cases of doubt, contact the QMT for advice on suitable and appropriate adjustments. If adjustments requested are not appropriate to learners' needs, the QMT will provide alternative methods to enable learners to demonstrate competence.

Evidence is required to be submitted in support of an application for reasonable adjustments to determine eligibility. This may include medical evidence/certification, diagnostic test results, statements from the invigilators/tutors/assessors or any other appropriate information to demonstrate the candidate's condition or reason(s) affecting the candidate's performance. The provision of reasonable adjustments and the evidence required, will vary, according to the nature of the access arrangements sought and the reason for seeking them.

2.3 Reasonable Adjustment Outcomes

Upon receipt of the request for reasonable adjustments we will evaluate the candidate's eligibility and the evidence attached. The outcomes will be communicated via *Athena our quality assurance system* within ten working days and arrangements must be implemented by the recognised centre as directed within the outcomes section of the Reasonable Adjustments Request form.

Where reasonable adjustments have been applied, the recognised centre is required to evaluate the outcomes on behalf of the candidate via completion of the evaluation section of the reasonable adjustments form. This must be submitted to 1st4sport via Athena and the form will then be closed. In the event that learners are not satisfied with our decision or the arrangements made by a recognised centre, they should report their concerns to their recognised centre to ensure it is reported via the evaluation mechanism and corrective action will be taken (where appropriate).

Recognised centre personnel are required to adhere to 1st4sport's reasonable adjustments procedure. Failure to request access arrangements on behalf of a candidate, adjustments provided by the centre without relevant evidence or 1st4sport's permission constitutes malpractice.

2.4 Synopsis of Reasonable Adjustments

Our synopsis of Reasonable adjustments has been designed in conjunction with the Federation of Awarding Bodies Good Practice Guide (FAB, 2005), the Joint Council of Qualifications Regulations and Guidance Relating to Learners who are Eligible for Adjustments in Examinations and the Department for Education and Employment Guidance for Disability Discrimination Act 1995. However, it may be that learners require other adjustments to be decided and recognised, based on individual cases.

Type of Needs	Code	Candidate's Special Needs	Reasonable Adjustments	Permitted by	Responsibility of
Sensory and Physical Needs	RAC1	<ul style="list-style-type: none"> Visual impairment 	RAC1.1 OCR scanners	Recognised centre	Recognised centre
			RAC1.2 Low-vision aid		
			RAC1.3 Prompter		
			RAC1.4 Reader		
		<ul style="list-style-type: none"> Visual impairment 	RAC1.5 Large print	Awarding body	Awarding body
			RAC1.6 Modified, enlarged format A4-A3		
			RAC1.7 Modified language		
			RAC1.8 Unmodified A3 question paper		
			RAC1.9 Tactile diagrams		
			RAC1.10 Early opening of question paper (time dependent on candidate's needs)		
			RAC1.11 Extra time – more than 25% (but not more than 100%)		
	RAC1.12 Braille question papers (not currently offered by 1st4sport)				
	RAC1.13 Voice-activated computer	Recognised centre	Recognised centre		
	RAC1.14 Prompter				
	RAC1.15 Colour naming	Recognised centre	Recognised centre		
RAC2.1 BSL					
RAC2	<ul style="list-style-type: none"> Hearing impairment 	RAC2.2 Communicator	Awarding body	Awarding body	
		RAC2.3 Extra time – more than 25% (but not more than 100%)			
		RAC2.4 Early opening of question paper (time dependent on candidate's needs)			
	RAC2.5 Live speaker	Recognised centre	Recognised centre		
	RAC2.6 Amplification equipment				
	RAC2.7 Coloured overlays				
	RAC2.8 Transcriber (transcript of tape)	Recognised centre	Recognised centre		
	RAC2.9 Additional tapes/CD/DVD				
	RAC2.10 Speech/screen-reading software	Awarding body	Awarding body		

Type of Needs	Code	Candidate's Special Needs	Reasonable Adjustments	Permitted by	Responsibility of	
Sensory and Physical needs	RAC3	<ul style="list-style-type: none"> Physical disabilities (eg dyspraxia) 	RAC3.1	Extra time – more than 25% (but not more than 100%)	Awarding body	Recognised centre
			RAC3.2	Practical assistant		
			RAC3.3	Reader		
			RAC3.4	Scribe		
			RAC3.5	Voice-activated software		
			RAC3.6	Word processor		
Sensory and Physical needs	RAC4	<ul style="list-style-type: none"> Illness/injury/medical 	RAC4.1	Coursework extension	Awarding body	Recognised centre
			RAC4.2	Enable a competent person to conduct the demonstration	Recognised centre	Recognised centre
			RAC4.3	Supervised rest breaks	Awarding body	Recognised centre
Communication/foreign-language needs	RAC5	<ul style="list-style-type: none"> Psychological 	RAC5.1	Alternative accommodation/venue	Awarding body	Recognised centre
			RAC5.2	Supervised rest breaks	Recognised centre	Recognised centre
			RAC6. ¹	Provision of qualification specifications and assessment materials in Welsh/Irish	Recognised centre	Recognised centre
			RAC7.1	Dyslexic photocopy onto coloured paper	Awarding body	Recognised centre
RAC7.2	Early opening of question paper (time dependent on candidate's needs)					
Cognition and Learning Needs	RAC7	<ul style="list-style-type: none"> Dyslexia 	RAC7.3	Extra time – more than 25% (but not more than 100%)	Awarding body	Recognised centre
			RAC7.4	Word processor		
			RAC8.1	Extra time – more than 25% (but not more than 100%)		
			RAC8.2	Reader		
			RAC8.3	Prompter		
RAC8	RAC9	<ul style="list-style-type: none"> Learning difficulties 	RAC9.1	Transcriber	Awarding body	Recognised centre
			RAC9.2	Word processor		
RAC9	RAC9	<ul style="list-style-type: none"> Handwriting difficult to decipher 	RAC9.1	Transcriber	Awarding body	Recognised centre
			RAC9.2	Word processor		

¹ Qualification specifications and assessment material in Welsh and Irish will only be provided upon identified demand and economic viability.

2.5 Guidance on Assistive Personnel and Technological Equipment

The following assistive personnel and equipment may be used in the application of reasonable adjustments provided by the recognised centre:

Communicator	A communicator may be used to interpret candidate's responses in British Sign Language (BSL)
Practical assistant	A Practical assistant may be used to undertake practical tasks at the instruction of the candidate during the assessment
Prompter	A prompter may be used with learners who have little or no sense of time, to draw their attention back to the assessment task/element
Reader	A reader may be used to read all, part or only certain words of the assessment material, as requested by the candidate, and the candidate's written responses
Scribe	A scribe may be used to write down or type the candidate's answers exactly as spoken during the assessment
Transcriber	A transcriber may be used to produce a transcript after the completion of assessment, to assist the assessor in the assessment of the candidate's work when the candidate's handwriting is illegible or responses are in Braille/BSL
Word processor	A word processor may be used by learners whose disability impairs their handwriting or if it is illegible and work must be signed by the candidate and printed and completed within the time allowed for the assessment.

All assistive equipment and personnel used are required to be contained within the reasonable adjustments framework for the best interests of the candidate and to prevent disadvantaging others who are not affected by any difficulties or particular needs. Deliberate exploitation of reasonable adjustments to affect the assessment outcome or enable the candidate to achieve the qualification constitutes malpractice.

3 Special Consideration

Special consideration is the implementation of arrangements at the time of an assessment to allow competence to be demonstrated by learners who have been disadvantaged or were unable to attend the assessment due to emotional/physical difficulties or adverse circumstances.

3.1 Eligibility for Special Consideration

Learners who have fully prepared for the assessment and successfully completed the whole course/programme, but whose performance in the assessment or the production of the portfolio is affected by adverse circumstances outside their control will be eligible for special consideration.

Instances where learners may be eligible for special considerations are when:

- the candidate's performance in an assessment is affected by adverse circumstances beyond the candidate's control (eg injury, recent temporary illness, accident, bereavement, serious disturbance at the time of the assessment)
- the candidate missed a component of the assessment or was not present at the time of the assessment and has been disadvantaged due to circumstances beyond the candidate's control
- accidental events related to the organisation of the assessment or the provision of access arrangements affected the candidate's performance
- alternative arrangements agreed prior to the assessment proved inappropriate or inadequate
- sufficient differentiation is shown between the part of the assessment to which special consideration was applied and other parts of the qualification which have been achieved to infer that the candidate could have performed more successfully in the assessment.

Learners will not be eligible for special consideration when:

- a component of the assessment is missed due to personal arrangements, including holidays or unauthorised absence
- all components of the assessment were missed without a mitigating reason
- the candidate fails to request access arrangements on time
- preparation for a component is affected by difficulties during the course (eg disturbances through building work, permanent illness/disability, lack of proper facilities, changes in or shortages of staff, or industrial disputes)
- the application for special consideration is submitted without the relevant evidence to demonstrate that the candidate's performance has been affected at the time of the assessment by a particular condition.

3.2 Procedure for requesting Special Consideration

Learners are required to request special consideration by sending a completed Special Consideration Request form electronically to qmt@1st4sportqualifications.com. The Special Consideration Request form is contained within the learners section of the 1st4sport Website. Evidence supporting the request is required and should accompany the form.

Special considerations requests must be submitted as soon as possible before the assessment to allow sufficient time for the appropriate arrangements to be made, or after the assessment, if the candidate did not attend due to adverse circumstances, but not later than 20 working days after the assessment. Please read the eligibility for special consideration guidelines contained within the 1st4sport Access Arrangements. This document can be found on the Learners section of our website: www.1st4sportqualifications.com.

Upon receipt of the specific consideration request, we will upload this information into Athena our quality assurance system to ensure an audit trail of the handling and decision making process. The candidate's eligibility is then reviewed with the attached evidence. These arrangements are used as a guide in the evaluation of special consideration requests and are implemented flexibly to facilitate the needs of learners to ensure genuine requests for special consideration are facilitated. Therefore, special consideration requests are reviewed on a case by case basis.

Outcomes will be communicated to the candidate in writing within ten working days. The recognised centre will also be informed in writing of any outcomes where they are required to support the candidate further.

3.3 Special Consideration Outcomes

Special consideration may be granted to a candidate as a result of failing an assessment/the qualification for medical or compassionate reasons. In this situation the candidate may be offered an opportunity for reassessment in the whole or in part of the assessment within 12 months of the initial assessment date, where relevant. Alternatively, the candidate may not have been able to attend or to complete the scheduled assessment through illness, injury or acceptable and justified personal circumstances. In these circumstances an alternative date for the assessment(s) may be made for learners within 30 days of the original date.

An extension to a candidate's registration period may be required as a direct result of a special consideration request. Where learners are eligible in line with these arrangements and who have made an appropriate request, this will be granted.

Where special consideration is granted, the outcomes are required to be monitored. Therefore, a curtsey call will be completed to the candidate after the arrangements have been implemented to collect this information. In the event that learners were not satisfied with our decision or the arrangements made by a recognised centre, they should report their concerns via this mechanism and corrective action will be taken (where appropriate).

3.4 Conferment of Aegrotat Awards

We will consider applications from learners who, for medical reasons (temporary illness, injury or indisposition) or compassionate reasons, have been unable to take or complete the usual assessment requirements to be recommended for an aegrotat-awarded qualification. Aegrotat awards may be issued to a candidate where there is sufficient evidence that, but for illness or other valid cause, the candidate would have reached the standard required. Learners completing an NVQ are referred to the NVQ Code of Practice 2006, to determine eligibility for an aegrotat award. The eligibility information contained here, relates to VRQ learners.

A candidate who in the opinion of recognised centre, has satisfactorily completed all the requirements of a course but who, for medical or compassionate reasons has been unable to take or complete assessments, and evidently will not have the opportunity to take the reassessment in the future for valid reasons, may be considered eligible for an aegrotat award.

Alternatively, the candidate may be granted the opportunity, on our recommendation, to take or complete the assessment at the next available and suitable date.

Learners affected by illness or other sufficient cause after they have completed 75% of the course or completed and passed all components of the internal assessment and before the end of the final assessment may complete the Special Consideration Request to apply for an aegrotat award which will be evaluated in accordance with the following eligibility.

The candidate may be eligible for an aegrotat award if all the following conditions have been fulfilled and the required evidence is provided:

- The candidate was prevented, by illness or other sufficient cause, from beginning or completing the assessment
- The candidate has met all requirements of the course/programme.
- The candidate's performance and work during the course has been satisfactory.
- The candidate provided relevant evidence, including sufficient medical certification in the case of illness/injury, or appropriate documentation in other cases.
- The candidate submitted a special consideration request to apply for an aegrotat award.
- The candidate is unlikely to be able to return to complete the qualification at a subsequent date (relevant evidence must be provided, where possible).
- The candidate has received a statement from their recognised centre which proves that the candidate's performance is satisfactory, that the candidate's prior performance demonstrates that he/she would have passed, but for the illness/event occurring.
- The candidate has submitted their Record of Achievement

Learners must be made aware that if they are affected by extenuating circumstances over the whole period of the course/programme they will not be issued an aegrotat award.

3.5 Procedure for the Issue of an Aegrotat Award

Learners taken ill prior to or during the period of an assessment must contact their medical practitioner immediately and obtain a medical certificate/evidence, which should be forwarded without delay to the qmt@st4sportqualification.com accompanied by the completed special consideration request form for attention of the QAO. This is required to be forwarded prior to any assessment being considered by an assessor. This will then be handled in line with our special consideration procedure and outcomes communicated accordingly. Learners taking assessments who wish compassionate circumstances to be taken into account should provide details within the request to enable a full evaluation of the situation to be conducted.

4 Monitoring of Access Arrangements

In responding to requests for reasonable adjustment or special consideration, we aim to ensure that the arrangements made will be valid and reliable, applied to accurately reflect learners' competence to meet the assessment outcomes of the qualification and the vocation for which the qualification is designed. On this basis, we continuously monitor the application of access arrangements to verify that learners are not given an unfair advantage over learners without particular needs.

In accordance with our continuous quality improvement activities, the 1st4sport Quality Management Team (QMT) monitors and evaluates the effectiveness of our access arrangements procedure to ensure that the requirements of current legislation and learners' particular needs are met.