

# **1st4sport Qualifications Position Statement**

## **Access Arrangements**

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### Scope

This position statement aims to ensure that there are no unnecessary barriers to assessment, and to ensure requirements and methods used are sufficiently flexible to enable the widest range of learners to fairly and reliably demonstrate competence. Therefore it applies to 1st4sport staff, external quality assurers, recognised centres, learners and relevant third parties.

This position statement covers:

- Reasonable Adjustments to Assessment.
- Special Considerations.

This Position Statement should be read in conjunction with the 1st4sport Qualifications Scope of Recognition Statement<sup>1</sup>.

### Objective

The objective of this position statement is to identify the arrangements that can be put in place to support learners with particular needs, to support learners who have been disadvantaged by adverse circumstances and to specify the process to follow to make a request. It covers the following areas:

- Definitions of Reasonable Adjustments to Assessment and Special Considerations.
- Examples of Reasonable Adjustments to Assessment and Special Considerations.
- 1st4sport Qualifications process for requesting a Reasonable Adjustment to Assessment or Special Consideration.
- Identifying the types of Special Consideration accepted.
- Identifying the types of Reasonable Adjustments to Assessment accepted.

### Definition

**Reasonable Adjustments to Assessment** are adjustments made prior to the delivery of a qualification and should be in place before a learner takes an assessment to enable a learner with particular needs to demonstrate their knowledge, skills and understanding to the levels of attainment required by the specification for that qualification.

**Special Considerations** are defined by 1st4sport Qualifications as the implementation of arrangements given to learners who have temporarily experienced an illness, injury or some other event outside of their control which has affected their ability to take an assessment or demonstrate their level of attainment in an assessment.

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<sup>1</sup> This can be found on the 1st4sport Qualifications website – [www.1st4sportqualifications.com](http://www.1st4sportqualifications.com) – in the 'About us' section.

Examples of potential Reasonable Adjustments to Assessment may include:

- A learner has provided evidence that they have dyslexia, and require additional time during written assessments.
- A learner has a medical condition that requires all resources to be printed on specific coloured paper to help them read the content.
- A learner is physically unable to demonstrate a particular skill and requires a third party to demonstrate under their direction.

Examples of potential Special Considerations may include:

- A learner is diagnosed with an illness that will affect their attendance on a qualification and prevent them completing within their registration period.
- A learner missed a component of the assessment or was not present at the time of the assessment due to circumstances beyond their control.
- A learner has not been certificated for a qualification they have completed due to an administrative error on the part of the recognised centre.
- A recognised centre has not provided a learner with sufficient opportunity to be assessed within their registration period.

## 1st4sport Qualification Process for Requesting an Arrangement

The process to be followed when making a request for Special Considerations/Reasonable Adjustments to Assessment is detailed below.

Special Considerations need to be requested no later than 20 working days after the registration expiry date. Special Considerations requested after this will be reviewed but 1st4sport may not be able to accommodate them.

Reasonable Adjustments to Assessment should be requested at the start of a learner's programme, ensuring all arrangements are made prior any assessment taking place. Recognised centres should make it clear that it is the learner's responsibility to declare any requirements for adjustments on application to the course as, if they are declared at a later date the centre and 1st4sport Qualifications may not be able to accommodate them.



## **Types of Special Considerations**

Below is a list of different types of Special Considerations that 1st4sport Qualifications can offer learners and centres. These will only be implemented if a learner has been disadvantaged due to illness, injury or an adverse effect beyond their control. This list is not exhaustive and all requests are handled on a case by case basis.

- An extension of registration period depending on the learners needs.
- Providing assistance to write a written exam for a learner who has suffered an injury, preventing them to write.
- Allowing an alternative assessment opportunity for a learner at a later date
- Carrying over the fee for an assessment that the learner was unable to take to a later assessment opportunity.
- Certification for a qualification.

## **Types of Reasonable Adjustments to Assessment**

The following table summarises reasonable adjustments to assessment that can be requested. These need to be approved by 1st4sport Qualifications before they are implemented by the centre. This list is not exhaustive and all adjustments are dealt with on a case by case basis dependent upon each learner's individual needs.

Adjustment requests will be reviewed and will only be granted when sufficient evidence has been submitted and the request is considered to not give the learner an unfair advantage<sup>2</sup> over other learners.

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<sup>2</sup> Adjustments must be 'Reasonable'

Type of difficulty	Reasonable Adjustments	Organised by
Visual Impairment	OCR Scanners	Recognised Centre
	Low-vision Aid	
	Prompter	
	Reader	
	Colour naming	
	Early opening of question paper (time dependant on learner's needs)	
	Extra time- 25%	
	Large print	
	Modified, enlarged format A4-A3	
	Modified language	
	Unmodified A3 question paper	
	Tactile diagrams	
	Hearing Impairment	BSL
Communicator		
Extra time- 25%		
Early opening of question paper (time dependant on learner's needs)		
Live speaker		
Transcriber (transcript of tape)		
Speech/screen-reading software		
Additional tapes/CD/DVD		1st4sport Qualifications
Physical Disabilities	Extra Time- 25%	Recognised Centre
	Practical assistant	
	Reader	
	Scribe	
	Voice-activated software	
	Word processor	
Illness/ injury/ medical	Coursework extension	Recognised Centre
	Enable a competent person to conduct the demonstration	
	Supervised rest breaks	
Dyslexia	Dyslexic photocopy onto coloured paper	1st4sport Qualifications
	Early opening of questions paper (time dependent on learners needs)	Recognised Centre
	Extra time- 25%	
	Word processor	
Learning Difficulties	Extra time- 25%	Recognised Centre
	Reader	
	Prompter	
Handwriting difficult to decipher	Transcriber	Recognised Centre
	Word processor	

## Version control

Version number	Date	Comments
V1	March 2005	New Document
V2	January 2008	Document updated
V3	May 2012	Document updated
V4	July 2014	Document updated
V5	November 2017	Full review of document contents
V6	July 2019	Full review. Clarifications added in Objective, examples and adjustments. Additional stage added to the process flowchart.