



Reasonable Adjustment Policy
1st January 2020 to 31st December 2021

Access to Fair Assessment Policy

Introduction

This policy covers the arrangements for fair assessment for students taking any course at CWLC. It is not limited to those courses which are assessed towards an NVQ module. Students are made aware of the existence of this policy and have open access to it on paper in a folder in the CWLC Centre and on the CWLC website.

If an Assessor feels that the Learner has the need for reasonable adjustment to standard assessment methods being used, they must request reasonable adjustment in the first instance from the Centre IQA, the IQA will assist with completion of the reasonable adjustment form and submit to the EQA for approval.

Note: approval must be given prior to the assessment taking place so the Learner is not put at a disadvantage if the request is not authorized by the EQA.

Signature:	<i>A Keating</i>
Name:	Alan Keating
Position in Company:	Centre Manager
Date:	1 st January 2020 (updated)
Due for Review:	31 st December 2021

GQA 231 (Version five)

REASONABLE ADJUSTMENTS REQUEST

Further information available from GQA on request

Centre name:		Centre no.		Centre Co-ordinator:	
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Candidate Name (if appropriate)		Reg. number	
Qualification name		Qualification number	

Particular assessment requirements:

Describe the reason for the request to apply Reasonable Adjustments.

Which units are affected? Please give unit titles and numbers.	

Reasonable Adjustments:

What reasonable adjustments to assessment would you like authorised?

IMPORTANT:

Please send this completed form to GQA. GQA will issue you with a copy of the completed request once it has been reviewed by an EQA. *You must ensure that you retain the copy in your centre file and if appropriate uploaded to GQA On-line.* approval is given you must also complete the Monitoring and Evaluation Form GQA 248 once relevant assessments have taken place. *copy of this must then be attached to the copy of this form and retained in your centre file with the original being forwarded to GQA.*

Centre Co-ordinator signature

Date

EQA comments:

Reasonable adjustment request accepted Yes/No

EQA name (PRINT)

Signature

Date