



**Oriental Fine Arts Academy of London (OFAAL) ®**

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# Special considerations and Reasonable Adjustments

## Policy

**Date of Policy:** July 2021

**Committee:** Full Board of Trustees

**Next review due by:** July 2023

FINE ARTS EXAMINATION

OFAAL

**OFAAL will ensure that the policy is applied fairly to all employees and does not have a negative impact in relation to OFAAL's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.**

OFAAL is committed to fair and equal assessment of its qualifications. We expect all candidates to have equal and fair access to all the assessments we provide.

We recognise that in some cases there will be a need for some candidates to have access to a range of facilities and support to meet their individual needs and provide fair access to the assessments they are undertaking.

- a) **Reasonable adjustments** can be applied for candidates who have a permanent disability or specific learning needs.
- b) **Special considerations** can be applied for candidates who have a temporary disability, medical condition or learning needs or who are indisposed or are affected by unforeseen circumstances beyond their control at the time of the assessment.

The provision for reasonable adjustments and special consideration arrangements is made to ensure that candidates receive fair recognition of their achievement whilst maintaining the integrity of the assessment.

### Reasonable adjustments

A reasonable adjustment is defined as an action that will reduce the effect of a permanent disability or difficulty that places the candidate at a substantial disadvantage during assessment.

Reasonable adjustments must not affect the integrity of the assessment, but may involve:

- a) Making changes for candidates in respect of the standard assessments (e.g. extra time in the exam)
- b) Adapting assessment material
- c) Providing support to access the assessment (eg sign language interpreter or a reader)

Reasonable adjustments are requested and approved by OFAAL before the assessment takes place and supporting evidence must include the diagnosis by a medical professional and or verified by an Educational Psychologist or Paediatric practitioner on headed paper. The use of a reasonable adjustment will not be taken into consideration during the assessment of a candidate's work and does not affect the standards applied. Reasonable Adjustments are procedural adaptations which apply to how the examination or assessment is conducted, not the assessment of the work.

Every request for a reasonable adjustment will be considered on a case by case basis by OFAAL. What is reasonable in terms of an adjustment to the assessment will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment.

### Application procedure

Requests for reasonable adjustments must be sent to OFAAL at least **3 weeks before** the assessment.

Requests should be submitted for any examination where a candidate wishes to apply for an adjustment.

Requests for reasonable adjustments should be sent in by emailing OFAAL administration team, [admin@ofaal.org](mailto:admin@ofaal.org). The application must be submitted by the applicant and must be in writing. The application must include their full name, index number, subject and grade. The application must be signed and dated, and the signatory must declare that the information given is accurate. The request should include:

- a) Nature of candidate's disability/learning need
- b) Reasonable adjustment arrangements requested
- c) Supporting medical evidence

RSL reserves the right to refuse an entry from a candidate if the adjustment required would affect the integrity of the examination.

Subsequent applications for a reasonable adjustment must be accompanied by supporting evidence as a candidate's condition may change over time or a different adjustment may be required for an examination at a higher grade or in a different discipline.

Please note that under GDPR requirements we cannot accept or process medical information about a candidate without having received informed consent from the candidate (if aged 18 or above) or their parent / guardian (if aged under 18); therefore when information is supplied it should be clear that appropriate consent has been given to share medical information. If not, the application will be returned and not processed. OFAAL will only store supporting medical or other evidence for a maximum of 1 year.

### Special Considerations

Special consideration is given in line with the circumstances and processes described in this policy to candidates who suffer temporary illness, injury or indisposition, or adverse circumstances at or near the time of the examination. Special consideration will not result in an adjustment to marks and will not change the assessment criteria applied by the examiner for the exam.

### Eligibility for special consideration

An application may be made for special consideration either:

When a candidate's performance in an exam may have been affected by circumstances beyond their control, e.g.

a personal trauma or upset shortly before or at the time of the exam, such as bereavement or family crisis

a minor injury occurring immediately before the exam, such as a sprained wrist a sudden malfunction of the instrument immediately before the exam

serious disturbance at the time of the exam, such as noise from nearby building works

OR

When the exam is not completed due to circumstances beyond the candidate's control, e.g.

illness partway through an exam  
instrument failure partway through an exam

disruption to the exam by external factors, such as fire alarm or power failure a sudden and unexpected malfunction of a computer/electronic device

These arrangements are intended to allow for those who suffer sudden minor illness or injury at the time of the exam and do not include those who are injured in advance of their exam or are ill at the time, for whom the recommended course of action is withdrawal.

It is not advisable for a candidate who is unwell to attend an exam, nor for those experiencing illness or injury to be assessed under disadvantageous circumstances that cannot be taken into account by the examiner. Where the illness or injury is very minor and rescheduling the exam within that session of exams would be helpful (Practical exams only), every effort is

made to find an alternative examination time slot, although this may mean attending at an alternative centre.

#### Application procedure

An application for special consideration must be made in writing as soon as possible after the assessment and not later than 48 hours after the exam. Candidates should email OFAAL administration team, [admin@ofaal.org](mailto:admin@ofaal.org).

The application must be submitted by the applicant and must be in writing. The application must include their full name, index number, subject and grade. The application must be signed and dated and the signatory must declare that the information given is accurate.

It should be noted that an application for special consideration may delay the release of the exam results while proper investigation is made.

#### Outcomes for the candidate

Candidates can be assessed only on the performance given during an exam and consequently an application for special consideration will not result in an adjustment to marks and will not change the assessment criteria applied by the examiner for the exam in question. Where a section of a graded exam is not attempted, marks for that section cannot be awarded, but a candidate may still be successful and be awarded a certificate provided that the marks awarded for the sections attempted meet the pass mark for the relevant qualification.

#### Data Protection and Confidentiality

In line with the General Data Protection Regulation (GDPR), all personal data collected will be stored securely in accordance with the OFAAL Data Protection Policy and Privacy Statement. Only authorised personnel will have access to this data.

