

# Special Considerations Policy

## 1. Introduction

- 1.1 This policy sets out Highfields's approach to special considerations.
- 1.2 A special consideration is a post-assessment adjustment that can be made should a learner experience an event that is likely to, or has, affected the learner's assessment.

## 2. Scope

This policy applies to all learners registered with the Academy of Business Professionals (ABP).

## 3. Special Consideration Eligibility

- 3.1 A special consideration is a consideration to be given to a learner who has temporarily experienced an illness or injury, or some other event outside of their control, which has, or is reasonably likely to have, materially affected the learner's ability to:
  - 3.1.1 Take an assessment; and/or,
  - 3.1.2 Demonstrate their level of attainment in an assessment.
- 3.2 Circumstances, at the time of, or during, assessment where a learner may be eligible for a special consideration include:
  - 3.2.1 An accident, injury, or temporary illness;
  - 3.2.2 A serious domestic issue. For example, bereavement of an immediate family member within 3 months of the assessment;
  - 3.2.3 Failure by ABP staff to provide the correct assessment materials;
  - 3.2.4 Technical issues with the assessment or associate assessment materials;
  - 3.2.5 A serious disruption of the assessment. For example, a fire alarm;
  - 3.2.6 Failure by ABP staff to implement access arrangements that have been approved in advance of the assessment;
  - 3.2.7 A significant issue arising from a learning difficulty, disability or long-term illness that is exacerbated at the time of assessment that would not normally require a reasonable adjustment.
- 3.3 The list in 3.2 above is not intended to be exhaustive.
- 3.4 Circumstances where a learner will not be eligible for a special consideration include:
  - 3.4.1 Minor domestic issues and arrangements. For example, moving house or a wedding;
  - 3.4.2 Consequences of committing unlawful activities, taking recreational drugs and alcohol;
  - 3.4.3 A minor disturbance of assessment. For example, a phone ringing;
  - 3.4.4 Ill preparation of the learner for assessment by the centre or the learner themselves;
  - 3.4.5 Failure by the learner to complete all required elements of teaching and assessments.
- 3.5 The list in 3.4 is not intended to be exhaustive.

## 4. Applying for Special Consideration

- 4.1 Learners' applications for special consideration must be completed on the Special Considerations Form and submitted to ABP. The form can be downloaded from ABP's website. Applications must be submitted to ABP within five working days following the examination/assessment. ABP reserves the right to decline the request for special consideration if the above is not adhered to.
- 4.2 ABP will hold all relevant evidence in relation to the special consideration application for a period of 12 months.

- 4.3 ABP will respond in writing to the request for special consideration within five working days of the application. The written response will detail the acceptance or refusal of permission for special consideration. ABP may extend this time at its discretion. For example, if the request is complex, it may consult with external parties and stakeholders as appropriate.
- 4.4 End-point assessors are permitted to, at the time of assessment, pause an end-point assessment and refer to the ABP Assessment team in order to apply for a special consideration.
- 4.5 Where learners are present at the time of assessment and their application for a special consideration is accepted the following considerations may be applied:
  - 4.5.1 For qualifications and exams up to 5% additional marks applied to the raw score dependent on the severity circumstance;
  - 4.5.2 For assessments where competence is required to be fully met in order to achieve a grade it may not be possible to apply up to 5% additional marks. In these cases, it may be appropriate for the assessment to be undertaken again or extend the assessment period to complete the assessment activity.
- 4.6 Where learners are absent at the time of assessment and their application for a special consideration is accepted the following considerations may be applied:
  - 4.6.1 The assessment may be undertaken at another date;
  - 4.6.2 The assessment period may be extended.
- 4.7 ABP staff must be mindful of the potential for learners abusing the process to obtain better marks.
- 4.8 A special consideration should not unfairly advantage or disadvantage a learner or group of learners.

## 5. Appealing a Decision Regarding Special Consideration

Should a learner disagree with ABP's decision in relation to a special consideration, they can file an appeal to escalate the matter to ABP's governing body whose decision, upon reviewing the appeal, will be deemed final and binding on the learner with respect to their request for special consideration.