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Policy Name	Reasonable Adjustments and Special Considerations Policy		
Recent Review Date	March 2026	Next Review Date	April 2027

1. Policy Statement

NXT GEN Education (“NXT GEN”) is committed to ensuring fair, accessible, and inclusive assessment opportunities for all learners. We recognise that some learners may require additional support or adjustments due to disabilities, medical conditions, learning difficulties, or temporary circumstances.

This policy outlines the arrangements for Reasonable Adjustments and Special Considerations in line with:

- Equality Act 2010
- Ofqual General Conditions of Recognition
- Awarding body requirements (e.g., TQUK, BIIAB)
- JCQ/sector best practice

We aim to remove barriers to learning and assessment while maintaining the integrity and validity of the qualification.

2. Scope

This policy applies to:

- All NXT GEN learners
- All NXT GEN staff involved in teaching, assessment, support, and administration
- All qualifications and programmes delivered by NXT GEN
- All assessments, including exams, coursework, practical assessments, and online tests

3. Definitions

3.1 Reasonable Adjustments

A Reasonable Adjustment is an arrangement made before an assessment takes place to reduce or remove disadvantages caused by a learner’s disability or long-term condition.

Examples include (but are not limited to):

- Extra time
- A reader or scribe
- Assistive technology (screen readers, dictation software)
- Modified materials (large print, coloured paper)
- Rest breaks
- Separate/quiet room
- Adapted seating or equipment
- Sign language interpreter
- Permission to use medication, food, or medical equipment

Reasonable Adjustments must not change the demand of the assessment or undermine its integrity.

3.2 Special Considerations

A Special Consideration is a post-assessment adjustment applied when a learner experiences temporary, unexpected, or exceptional circumstances that negatively affected their performance.

Examples include:

- Illness or injury at or immediately before the assessment
- Bereavement
- Domestic crisis
- Accidents or emergencies
- Disrupted exam conditions (e.g., fire alarm)
- Special Considerations cannot compensate for lost teaching or revise a learner's grade dramatically but may involve:
 - Allowing a resit without penalty
 - Small mark adjustments (if permitted by the awarding body)
 - Deferral

4. Principles

NXT GEN is committed to the following principles:

- Equality of opportunity — learners should not be disadvantaged
- Assessment integrity — standards and validity must remain intact
- Individual assessment — adjustments are considered case-by-case
- Confidentiality — information is handled under UK GDPR
- Timeliness — early identification allows suitable support
- Compliance — decisions will follow awarding body rules

5. Responsibilities

5.1 NXT GEN Education

- Ensure all learners are informed of available support
- Train staff in accessibility awareness
- Ensure compliance with awarding body requirements
- Maintain secure records relating to adjustments and considerations

5.2 Tutors and Assessors

- Identify learners who may need support during induction
- Refer learners to the Support Team or Quality Team
- Ensure approved adjustments are applied consistently

5.3 Learners

- Disclose support needs as early as possible

- Provide relevant evidence
- Follow the Reasonable Adjustments and Special Considerations procedure

5.4 Quality Assurance / Centre Manager

- Review requests and ensure appropriate adjustments
- Submit applications to awarding bodies where required
- Keep records for the required retention period (minimum 3 years)

6. Reasonable Adjustments Process

6.1 Initial Disclosure

Learners may disclose a support need:

- During application
- At enrolment
- At induction
- To tutors during delivery
- At any point during their programme

6.2 Evidence Required

Depending on awarding body rules, acceptable evidence may include:

- GP or medical practitioner letter
- Educational Psychologist report
- Specialist Teacher assessment
- EHCP (Education, Health and Care Plan)
- Official diagnosis (e.g., dyslexia report)
- Social services documentation

6.3 Review and Approval

NXT GEN will:

- Review the learner's needs and evidence
- Recommend suitable adjustments
- Ensure awarding body approval is secured where required
- Communicate the final decision to the learner and teaching team

6.4 Implementation

Adjustments must be in place before assessment takes place. Staff must apply them consistently.

7. Special Considerations Process

7.1 Eligibility

Special Considerations may apply if a learner is affected by:

- Temporary illness or injury
- Sudden personal circumstances
- Technical or environmental issues during assessment
- Other exceptional factors

7.2 Evidence Requirements

Evidence may include but not limited to:

- Medical note confirming illness
- Funeral documentation
- Police or incident report
- Internal incident form
- Witness statements

7.3 Submission

Requests should be submitted within 5 working days of the assessment.

7.4 Decision

The awarding body will determine:

- Whether a Special Consideration is granted
- The type of adjustment applied
- NXT GEN will inform the learner of the outcome in writing.

8. Non-Eligible Situations

Neither Reasonable Adjustments nor Special Considerations will be granted for:

- Lack of preparation
- Minor illness without evidence
- Work or travel commitments
- English as a second language (unless part of a disability claim)
- Lost time due to learner absence

9. Appeals

If a learner is dissatisfied with a decision:

- They may appeal through the NXT GEN Academic Appeals Procedure
- Appeals must be submitted within 10 working days of the decision

10. Data Protection

All requests and evidence will be processed in accordance with:

- UK GDPR
- Data Protection Act 2018

Information will only be shared on a need-to-know basis and securely stored for the required retention period.

11. Review of Policy

This policy will be:

- Reviewed annually by Senior Management and Quality Team
- Updated following awarding body or regulatory changes

Contact for Support and Applications

Learner Support & Quality Team

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