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PART OF **nocn** GROUP

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**Reasonable  
Adjustments  
Policy**



# Reasonable Adjustments & Special Considerations

## 1. Scope

1.1 **NOCN** has a duty to ensure that the integrity of their End Point Assessments is maintained at all times. At the same time, **NOCN** and Training Providers have a duty to ensure individual apprentices have access to qualifications and assessments that are most appropriate for their individual needs. The equality legislation details, the positive steps to take, to ensure that all apprentices can fully participate in the education process. Apprentices can access both training and assessment facilities, provided to apprentices, ensuring that both Training Providers and Apprenticeship Assessment Organisations create an inclusive assessment process.

1.2 The Equality Act sets out the different ways in which it is unlawful to treat someone, such as direct and indirect discrimination, harassment, victimisation and failing to make a reasonable adjustment for a disabled person.

1.3 During an assessment or examination, **NOCN** and the Training Provider are required to take reasonable steps to ensure that an apprentice with a disability is not at substantial disadvantage in comparison with an apprentice who is not, by making reasonable adjustments.

1.4 It is important however, to understand that there is no duty on **NOCN** to make an adjustment to the assessment instrument being tested in an assessment. Adjustments which involve excessive/unreasonable cost or timeframes or that could affect security/integrity may not be considered reasonable.

1.5 In every case, it is for the Training Provider to notify and apply to **NOCN** for the possible reasonable adjustment and **NOCN** will determine on a case-by-case basis whether reasonable adjustments are necessary and what reasonable adjustments will be applied. The adjustment required will depend upon several aspects, including the needs of each individual apprentice, and this may well be unique to the individual involved.

1.6 **Reasonable adjustments** must be arranged prior to the assessment or examination taking place. The work produced by the apprentice will be marked in the same way as the work of other assessed apprentices.

1.7 **Special considerations** however are adjustments made to an apprentice's mark/grade at the time of assessment because of temporary injury, indisposition or illness. Where special considerations have been applied, the work produced by the apprentice will be marked to the same standard as the work of other assessed apprentices.

## 2. Principles for Making Reasonable Adjustments

2.1 These principles should be followed when making decisions about an apprentice's need for reasonable adjustments to assessment.

2.2 Adjustments to assessments:

- Must not invalidate the assessment requirements of the Apprenticeship Standard

- Must not give the apprentice an unfair advantage
- Must reflect the apprentice's normal way of working and
- Must be based on the individual needs of the apprentice.

2.3 **NOCN** processes and procedures regarding reasonable adjustment and special consideration are available to a Training Provider in the form of an additional guidance document.



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