

## Notification:

### **NOCN Policies, Procedures and associated documentation**

Dear Colleague,

NOCN have recently updated new versions of the below Policies, Procedures and associated documentation:

- Reasonable Adjustment and Special Consideration Policy and Procedure
- Reasonable Adjustment or Special Consideration Application Form
- Examination and Invigilation Policy and Procedure
- Invigilator Handbook

Here's a summary of the key changes which impact Centres, Training Providers, Learner and Apprentices:

#### **Reasonable Adjustments and Special Considerations**

Amendments have been made to the Permissions Table.

For some qualifications, Centres/Training Providers are now able to implement the following without requesting approval to NOCN:

- Organisation of the Assessment Venue
- Coloured paper/overlays
- Tinted glasses
- Extra Time up to a maximum of 25% for Entry Level Functional Skills Qualifications

The requirement to submit supporting evidence with each Reasonable Adjustment application has been removed – rather, centres must keep this on file and produce it upon request.

A new Reasonable Adjustment or Special Consideration Application Form has been published, which consolidates the ability to apply for single or multiple learners into one form.

The NOCN email addresses to send respective applications to per Qualification have been amended.

#### **Examination and Invigilation**

Where only one learner is taking an Examination, the Examination and invigilation Policy and Procedure and Invigilator Handbook now permit a two hour window to start an exam before and after the scheduled start time.

The Examination and Invigilation Policy and Procedure and Invigilator Handbook's Mandatory Test Requirements have been updated to make reference to the requirement to complete a Room Sweep when undertaking a Record & Review Examination.

Please feel free to contact [groupcompliance@nocn.org.uk](mailto:groupcompliance@nocn.org.uk) if you have any questions regarding NOCN Group Policies.

Kind regards,

NOCN