

1. Purpose

This purpose of this policy is to set out:

- how an apprentice qualifies for special consideration
- what special considerations may be given

2. Scope

This policy applies to all qualifications offered by CifA Qualifications.

3. Regulatory authorities

Relevant regulatory authorities are:

- Ofqual

4. Audience

This document is for:

- Apprentices
- Candidates
- CifA Qualifications staff
- Training providers
- Assessors
- Internal quality assurers
- Freelance staff
- Regulators
- External quality assurers

5. Definitions

Special consideration requests can be made where candidates have not been able to perform to the best of their ability due to adverse circumstances immediately before or during an assessment. The EPAO can make an adjustment to arrangements for accessing end-point assessment for an apprentice who is not disabled, but whose ability to access the assessment has been affected by an injury or illness.

6. Policy statement

Special consideration can be requested by an apprentice, training provider or employer.

Special consideration may be applied at any relevant point during the three-month assessment window, within reason. CifA aims to respond to requests within three working days.

A request for special consideration must show how an apprentice's ability to access the assessment has been affected by injury or illness. Evidence to support a request will vary but it must be valid and relevant. A member of the CifA team will be happy to advise on the suitability of evidence to support a special consideration request.

A 'Request for Special Consideration' form must be fully completed and submitted to assessment@archaeologists.net. Due to the nature of the end-point assessment, timelines will vary but, once a decision's been made to make the request, it's advisable to complete the form as soon as possible.

7. Staff responsibilities

The head of professional development and practice is responsible for assessing and granting special consideration requests. They will explain their decision to the person requesting the special consideration, and any other relevant parties. This is documented/recorded and kept on file.

8. Review

CifA Qualifications reviews all policies annually (typically, during December) and the December review includes this policy. However, if a policy needs reviewing before this time, then the responsible and accountable staff review it.