

1. Purpose

This purpose of this policy is to set out what special considerations the awarding organisation can implement so that stakeholders in the assessment process have information on how and when special considerations can be applied.

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
- Assessment team members
- Regulators
- External auditors

5. Definition

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 awarding organisation can make an adjustment to arrangements for accessing assessment for an apprentice/candidate whose ability to perform in the assessment has been affected by adverse circumstances beyond their control. These may, or may not, relate to disability.

Where special consideration is given, apprentices/candidates must still meet the requirements of the relevant qualification.

6. Policy statement

Who can request special consideration:

Special consideration requests can be made by an apprentice/candidate, a training provider or an employer.

When can they be made?

- End-point assessment:
Requests can be made at any point during the EPA window or 5 working days after results are issued
- NVQ assessment
At any point between registration and certification

6. Policy statement - ctd

Full information to support a special consideration request must be provided. Once the awarding organisation is satisfied that all information has been submitted, they aim to review this and provide a decision within 10 working days.

How to request a special consideration:

Submit to the awarding body:

- a fully completed request for special consideration form
- sufficient supporting evidence
- a written evidence declaration form (where applicable)

Parameters

1. A request for special consideration must be supported by evidence that demonstrates how the apprentice/candidate's ability to perform in the assessment has been affected by adverse circumstances. Evidence to support a request will vary but it must be sufficient, valid and relevant.
2. Annual leave and workflow pressures and not usually defined as adverse circumstances.
3. Special consideration requests are reviewed on a case-by-case basis as the individual circumstances may vary greatly. The awarding body will consider the difficulty faced by the apprentice/candidate, while balancing the need to ensure fair assessment for all.
4. Robust evidence must be provided to support a special consideration request. The awarding organisation will not progress a request without appropriate supporting evidence.
5. Where written candidate evidence is being submitted as part of the special consideration request, a written evidence declaration form must also be completed.
6. Awarding organisations are required to be reasonable in applying special considerations: they must also take into account compliance with regulatory conditions, including assessment plans.
7. CifAQ offers vocational, competence-based qualifications. Therefore, all assessment criteria must be met.
8. 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**. This process is not applied for long-term conditions: for these, reasonable adjustments must be requested.

7. Staff responsibilities

The lead IQA/IV is responsible for decisions on implementing special consideration requests, supported by the assessment centre manager. They will provide a clear rationale to all stakeholders.

CifAQ may also seek advice from an independent awarding body/EPAO.

8. Review

CifA Qualifications reviews all policies annually (typically, during May). However, if a policy needs reviewing before this time the responsible and accountable staff will carry this out.