



Reasonable adjustments and special considerations policy

Approved by:	Scott Machen
Signed:	<i>Scott Machen</i>
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V3	May 2024	Policy written and amended
V3.1	Apr 2025	Updated Appropriate Awarding Bodies (AAB).
V3.2	Mar 2026	Amendment to include Swim Education

Reasonable Adjustments and Special Considerations Policy

Statement of Intent

Active Swim & Swim Education is committed to fair assessment and should be given sufficient opportunities to pass tutor-assessed units during a course. However, adjustments and special considerations may need to be reviewed. **This must be made in advance of the course.**

Reasonable adjustment: This is where measures are put in place for a learner who is disadvantaged as a result of a disability or other individual circumstances. Active Swim assesses this impact before the start of the qualification.

Special consideration: This is where measures are put in place for a learner who is disadvantaged as a result of a disability or other individual circumstances at the point of assessment. The impact of this is assessed at the point of assessment.

Implementing this policy

Currently, assessment methods for all Appropriate Awarding Bodies are flexible to ensure individual learner needs are met and that learners achieve the highest level possible. Therefore, reasonable adjustments and special consideration are integral to the qualification. Active Swim supports learners in progressing at a rate appropriate to their ability as long as they achieve within the registration period. Therefore, if a learner is too ill to complete an assessment, the ATC can offer alternative timings without notifying the Appropriate Awarding Body, unless this is outside the registration period.

Appropriate reasonable adjustments and special considerations will be identified and recorded by the Approved Training Centre using the reasonable adjustments notification supplied by SEQ. An extension to a learner's registration period may be required due to a reasonable adjustment or special consideration request. Where learners are eligible, this will be granted. Reasonable adjustments and special considerations may take many forms. However, they will only be granted where the validity and reliability of the qualification are maintained, and the adjustment does not offer an unfair advantage to the learner receiving the reasonable adjustment or special consideration.

Active Swim understands that if, as an ATC, inappropriate reasonable adjustments and/or special considerations are offered, then sanctions will be applied as stated in the Malpractice and Maladministration Policy and Approved Training Centre status can be withdrawn.

Appropriate reasonable adjustments and special considerations will be identified and recorded by the Approved Training Centre using the reasonable adjustments notification (Appendix 2) and special considerations request (Appendix 3) supplied by SEQ and RLSS UK Qualifications.

It is also worth noting that Appropriate Awarding Bodies are directly linked to job roles. Although reasonable adjustments and special considerations may be made, these will not be extended where the job role cannot be completed or the qualification requirements are not met.

Through internal quality assurance measures, Active Swim will ensure that, as an ATC, we implement appropriate reasonable adjustments and special considerations in line with this Policy and the Equality Act. [If you \(the learner\) do not agree with a reasonable adjustment or special consideration, you can submit an appeal. Please see the Appeals process.](#)

Monitoring and review of the policy

The correspondence and contact point for further advice is: Hamid Anwary
hamid@activeswim.co.uk

Appendix 1: Examples of reasonable adjustments

Type of need	Learners special needs	Reasonable adjustment
Sensory and physical needs	Visual impairment	OCR scanners, Low vision aid, Prompter Reader
		Large print Modified enlarged format A4-A3 Modified language Tactile diagrams Voice-activated computer
		Prompter Colour naming
	Hearing impairment	BSL Communicator Live speaker
		Amplification equipment Coloured overlays Transcriber (transcript of tape)
		Additional tapes / CD / DVD Speech / screen reading software
	Physical disabilities (e.g. dyspraxia)	Reader Scribe Voice-activated software Word processor
	Illness/injury / medical	Coursework extension
		Enable a competent person to conduct the demonstration.
	Psychological	Alternative accommodation/venue
Communication and foreign language needs	The first language is not English, but is Irish (or Gaeilge) or Welsh	Provision of qualification specifications and assessment materials in Welsh / Irish.
Cognition and learning needs	Dyslexia	Photocopy onto the coloured paper, Word processor
	Learning difficulties	Reader Prompter
	Handwriting is difficult to decipher	Transcriber Word processor

The following assistive personnel and equipment may be used in the application of reasonable adjustments provided by the ACTIVE SWIM:

Communicator	A communicator may interpret learners' responses using British Sign Language (BSL).
Practical Assistant	A Practical Assistant may be used to undertake practical tasks at the learner's instruction during the assessment.
Prompter	A prompt may be used with learners who have little or no time to draw their attention back to the assessment task.
Reader	A Reader may read all, part or only certain words of the assessment material, as requested by the learner, and read the learner's written response.
Scribe	A Scribe may be used to write down or type the learner's answers exactly as spoken during the assessment.
Transcriber	A Transcriber may be used to produce a transcript after completion of the assessment to assist the Assessor in assessing learner work where handwriting is illegible or responses are in Braille/BSL.
Word processor	A word processor may be used by learners whose disability impairs their handwriting or if it is illegible. Work must be signed by the learner, completed, and printed by the deadline.

Appendix 2: Reasonable Adjustments Notification

To be completed by the Approved Training Centre Key Contact:

Approved Training Centres must use this form to record any reasonable adjustment that the Approved Training Centre applies. All reasonable adjustments must be applied in line with the published regulations. A copy of this form and supporting evidence must be retained by the Approved Training Centre and made available to the Appropriate Awarding Body upon request.

Approved Training Centre		Centre number	
Key Contact			
Email			

Learner information

Learner name	
Learner email	
Learner registration number	
Qualification title	
Registered qualification number	
Unit(s) concerned	

Reasonable adjustment(s)

Details of reasonable adjustment to be applied:

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Evidence held (*please attach supporting evidence to this form*):

Declaration

- This form contains accurate details of the reasonable adjustment(s) applied.
- The adjustment will not compromise assessment validity or reliability, affect the outcome of the assessment or give the learner an unfair advantage over other learners undertaking the same or similar assessments.
- A reasonable adjustment has been made in line with the published regulations.
- The learner's knowledge, skills and understanding will be appropriately assessed, and the learner will be able to demonstrate the assessment criteria required by the specification following the application of the adjustment.

Key Contact
Signature:

Date:

Appendix 3: Examples of special considerations

A learner who is fully prepared and present for a scheduled assessment may be eligible for special consideration if;
Performance in an assessment is affected by circumstances beyond the control of the learner, e.g. recent personal illness, accident, bereavement, serious disturbance during the assessment.
Alternative assessment arrangements, which were agreed upon in advance of the assessment, proved inappropriate or inadequate
Part of the assessment has been missed due to circumstances beyond the control of the learner

A learner will not be eligible for special considerations if;
The Approved Training Centre supplies no evidence that the learner has been affected at the time of the assessment by a particular condition
Foreseeable/Preventable circumstances
Any part of the assessment is missed due to personal arrangements, including holidays, unauthorised absence, transport issues, paid employment or voluntary work
Preparation for a component is affected by difficulties during the course, e.g. disturbances through building work, lack of proper facilities, changes in or shortages of staff or industrial disputes
Submitting the same extenuating circumstances more than once, except where the candidate has accessed appropriate support to manage the circumstances. However, there is an unexpected acute episode at a particularly significant time.

Appendix 4: Special Consideration Request

To be completed by the Approved Centre Key Contact

If the learner did not attend the assessment due to adverse circumstances, requests for special consideration must be made no later than 20 working days after the assessment.

Please ensure you have read the eligibility requirements for special consideration contained within the Appropriate Awarding Body Reasonable Adjustment and Special Consideration Policy prior to completing and submitting this form.

Approved Training Centre		Centre number	
Key Contact			
Email			

Learner information

Learner name	
Learner email	
Learner registration number	
Qualification title	
Registered qualification number	
Unit(s) concerned	

Special consideration

Details of special consideration request:

Evidence held (please attach supporting evidence with this form):

Declaration

I confirm that the information included in this form is accurate, to the best of my knowledge, and that the Approved Training Centre will provide the arrangements in accordance with the guidance given by the Appropriate Awarding Body.

Signature:

Date:

Please return the form to: info@swimenglandqualifications.com or Special Considerations Request, Appropriate Awarding Body, Pavilion 3, Sport Park, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

Appropriate Awarding Body outcome:

Signature:

Date:

