

INSTITUTE OF CERTIFIED BOOKKEEPERS AWARDING ORGANISATION (ICBAwards)

POLICY: SPECIAL CONSIDERATION AND REASONABLE ADJUSTMENTS

Overview

Institute of Certified Bookkeepers Awarding Organisation (ICBAwards) is committed to the fair treatment of students at all times and recognises that there are sometimes circumstances beyond the control of the student that may have an impact on their level of ability whilst undertaking assessment. ICBAwards endeavours to put in place suitable considerations and/or adjustments to compensate for any identified potential disadvantage.

Special Consideration

The reason for a student to apply for Special Considerations falls into two main categories:

- accident, sudden illness on the day of the assessment, family bereavement, travel delays, adverse weather conditions; and
- disruption within the assessment venue.

Students will be asked to provide documented evidence (e.g. medical certificate) to support their request and are required to complete the Reasonable Adjustment/Special Consideration Form (RASC). If the special consideration is being requested due to disruption within the assessment venue then evidence will be requested from the venue where the assessment took place.

ICBAwards employs such assessment methods which test students' knowledge and understanding and whilst reasonable consideration can be given to allow for a degree of special consideration, ICBAwards wishes to make it clear that should a student fail to attend an examination due to circumstances beyond his/her control, ICBAwards will consider requests for a re-sit of the same examination on a case by case basis. Should a student's performance in an examination be affected by circumstances such as conditions of illness, injury or temporary incapacity, ICBAwards will consider a request for the candidate to sit the examination at the next available sitting. ICBAwards makes clear to students that it is their responsibility to inform the ICB of any pre conditions which affect their ability or capability to undertake an examination so that this can be considered under the Reasonable Adjustments policy.

Reasonable Adjustments

The reason for a student to apply for Reasonable Adjustments falls into two main categories:

- permanent or long-term disability, illness or special educational needs; and
- temporary disability, illness or indisposition

ICB intends to ensure reasonable and fair access to its assessments and in so doing, intends to provide all students with any reasonable assistance they may require to complete their examinations. Students who feel their circumstances merit assistance are strongly

encouraged to make contact with ICBAwards at least one month prior to booking their examination. Students will be asked to provide documented evidence (e.g. a medical certificate) to support their request and are required to complete the Reasonable Adjustment/Special Consideration Form (RASC).

Students who have a medical condition that may affect their performance or the performance of any other student should advise ICBAwards in advance of the examination. Where a student provides the requested information as to their special circumstances and provided documentation is submitted in support of an adjustment to their assessment, ICBAwards will take these circumstances into consideration when arriving at its decision.

Monitoring and Evaluation

ICBAwards will monitor its policy on Reasonable Adjustments and Special Consideration on a regular basis. The review will be managed by the Diversity and Equality Review Group (DERG); the results of which will be reported to the Governing Council and Responsible Officer of ICBAwards.

