ThinkTalent Reasonable Adjustments and Special Consideration Policy

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Approval Date: 17/10/26

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Think Talent Institute

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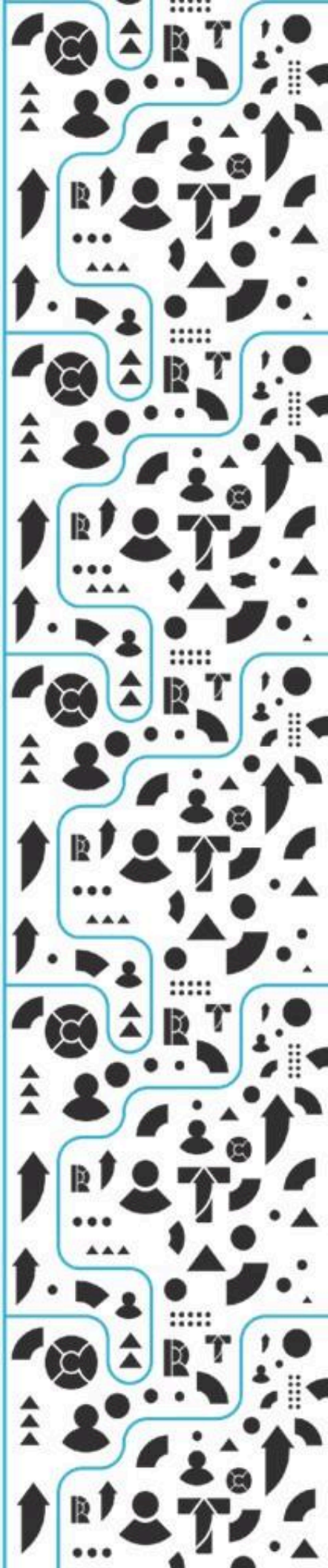

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1. Purpose

ThinkTalent is committed to providing an inclusive learning environment where all learners have an equal opportunity to demonstrate their knowledge, skills and competence.

This policy sets out the arrangements for providing reasonable adjustments and, where appropriate, special consideration to learners while ensuring that assessment decisions remain valid, reliable and fair.

The policy supports ThinkTalent's commitment to equality, accessibility and academic integrity and complies with applicable legislation and the requirements of awarding organisations where relevant.

2. Scope

This policy applies to:

- all learners enrolled on ThinkTalent programmes;
- trainers and tutors;
- assessors;
- Internal Quality Assurers (IQAs);
- Student Support Co-Ordinator;
- administrative staff;
- freelance associates involved in training or assessment.

3. Definitions

Reasonable Adjustment

A reasonable adjustment is an agreed change to the learning, assessment or examination process that removes or reduces barriers faced by a learner because of a disability, medical condition, learning difficulty or other recognised need.

Reasonable adjustments are designed to provide equal access to assessment without altering the assessment standards or learning outcomes.

Special Consideration

Special consideration is a temporary adjustment made when a learner's performance has been adversely affected by unforeseen circumstances occurring immediately before or during an assessment.

Examples include:

- illness;

- injury;
- bereavement;
- serious personal circumstances;
- unexpected emergencies.

Special consideration cannot compensate for lack of preparation or poor attendance.

4. Principles

ThinkTalent will:

- promote equality of opportunity;
- remove unnecessary barriers to learning;
- consider each learner individually;
- maintain confidentiality;
- ensure that assessment standards are not compromised;
- apply decisions consistently and fairly.

No reasonable adjustment or special consideration will provide an unfair advantage over other learners.

5. Reasonable Adjustments

Reasonable adjustments may include:

- additional assessment time;
- rest breaks;
- adapted assessment materials;
- use of assistive technology;
- enlarged print or alternative formats;
- alternative assessment venues where appropriate;
- use of readers, scribes or interpreters where permitted;
- modified teaching resources.

Each request will be considered individually, taking into account:

- the learner's needs;
- supporting evidence;
- the assessment requirements;
- awarding organisation requirements (where applicable).

Reasonable adjustments should normally be agreed before assessment takes place.

6. Requesting a Reasonable Adjustment

Learners requesting a reasonable adjustment should:

- notify ThinkTalent as early as possible;
- provide appropriate supporting evidence where required;
- discuss their needs with the Student Support Co-Ordinator.

ThinkTalent will:

- review the request;
- consult the trainer and assessor where necessary;
- determine appropriate adjustments;
- record all approved adjustments;
- communicate the decision to the learner.

7. Special Consideration

Special consideration may be considered where a learner has been affected by circumstances beyond their control immediately before or during an assessment.

Examples include:

- sudden illness;
- accident;
- family bereavement;
- traumatic incident;
- other exceptional circumstances.

Special consideration will normally involve one of the following:

- deferral of assessment;
- extension of assessment deadlines;
- opportunity to complete assessment at a later date;
- other arrangements approved by ThinkTalent or the awarding organisation.

ThinkTalent will not normally grant special consideration where:

- insufficient evidence is provided;
- absence was due to personal arrangements such as holidays;
- the learner was inadequately prepared;
- the request would compromise assessment integrity.

8. Responsibilities

Learners

Learners are responsible for:

- informing ThinkTalent of any support needs as early as possible;
- providing appropriate evidence where required;
- cooperating with agreed arrangements.

Trainers and Assessors

Trainers and Assessors will:

- identify learners who may require additional support;
- maintain confidentiality;
- implement approved adjustments;
- ensure assessment decisions remain valid and reliable.

Student Support Co-Ordinator

The Student Support Co-Ordinator will:

- receive and discuss learners' requests for reasonable adjustments and special consideration;
- guide learners on the information and supporting evidence required;
- refer requests and supporting information to the Head of Institute for a decision;
- communicate with learners and relevant staff as appropriate, while maintaining confidentiality;
- ensure requests are passed on promptly and are recorded through the established process.

Internal Quality Assurance

The Head of Institute (as the QA Director) will monitor the consistent application of this policy and ensure that reasonable adjustments do not compromise assessment standards.

The Head of Institute is responsible for:

- approving reasonable adjustments;
- maintaining appropriate records;
- ensuring staff understand this policy;
- monitoring implementation.

9. Records

ThinkTalent will maintain records of:

- requests received;
- supporting evidence;
- decisions made;
- adjustments implemented;
- special consideration requests and outcomes.

These records will be retained in accordance with ThinkTalent's Privacy Policy.

10. Appeals

Where a learner disagrees with a decision relating to reasonable adjustment or special consideration, they may appeal through ThinkTalent's Appeals Procedure. Where the original decision was made by the Head of Institute, the appeal must be reviewed by a suitably senior, impartial person who was not involved in the original request or decision. The Head of Institute must not review or determine an appeal against their own decision.

11. Monitoring and Review

This policy will be reviewed annually or sooner if required by:

- changes in legislation;
- awarding organisation (e.g. MFHEA, OTHM, etc.) requirements;
- regulatory guidance;
- organisational changes.

Appendix A

Reasonable Adjustment Request Form

Learner Name: _____

Programme: _____

Date: _____

Nature of Support Required

Reason for Request

Supporting Evidence Attached

- ☐ Medical Certificate
- ☐ Educational Psychologist Report
- ☐ Disability Assessment
- ☐ Other _____

Requested Adjustment

Decision

- ☐ Approved
- ☐ Approved with Amendments
- ☐ Not Approved

Reason: _____

Approved by: _____

Position: _____

Date: _____

Appendix B

Special Consideration Request Form

Learner Name: _____

Programme: _____

Assessment: _____

Date of Assessment: _____

Reason for Request

Evidence Attached

- ☐ Medical Certificate
- ☐ Hospital Documentation
- ☐ Employer Letter
- ☐ Other Supporting Evidence

Outcome

- ☐ Deferred Assessment
- ☐ Extension Granted
- ☐ Alternative Arrangement
- ☐ Request Declined

Comments: _____

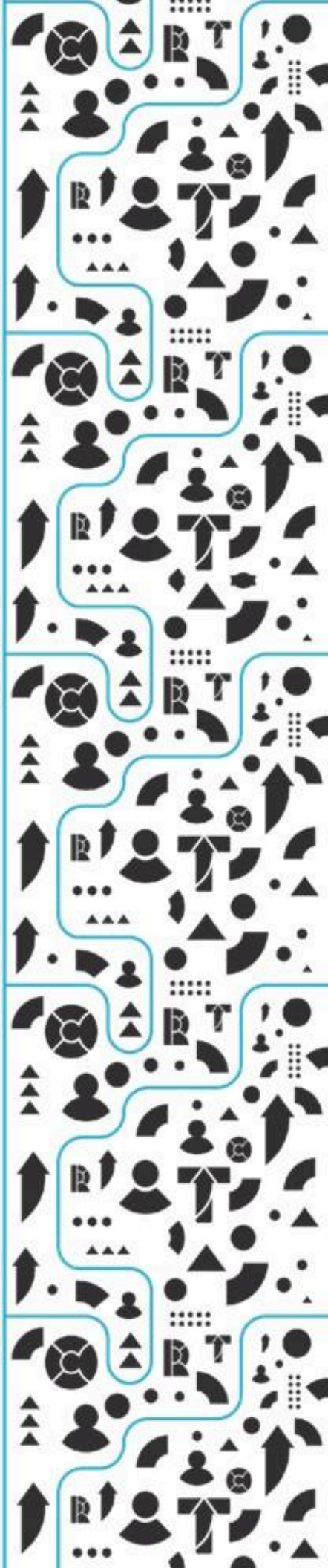
Approved by: _____

Position: _____

Date: _____

Document Owner: Head of Institute

Applies to: All ThinkTalent employees, trainers, assessors, Internal Quality Assurers (IQAs), administrative staff, Student Support Co-Ordinator and learners



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