

PROFESSIONAL TEACHERS OF DANCING REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS POLICY

ISSUE AND REVIEW

This is version 3 (January 2022) of the PTD Reasonable Adjustments and Special Considerations Policy. The policy is subject to regular revisions.

REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS

The purpose of this policy is to set out the procedures that candidates, teachers, and examiners should follow when implementing reasonable adjustments and special considerations.

The PTD treats all records of reasonable adjustments and special consideration arrangements in confidence and retain them in accordance with the Data Protection Act 2018 and GDPR.

If candidates wish to appeal against the decision by PTD for reasonable adjustments or special consideration arrangements, please refer to our Complaints Policy available to download from our website:

<https://professionalteachersofdancing.co.uk/policies>

The PTD is committed to fair and equal assessment of its syllabi. The PTD expects all candidates to have equal and fair access to all the assessments we provide.

The PTD recognises that in some cases there will be a need for some candidates to have access to a range of arrangements which meet their individual needs and provide fair access to the assessments they are undertaking. This could include:

- candidates who have a permanent disability or specific learning needs
- candidates who have a temporary disability, medical condition or learning needs

The provision for reasonable adjustments and special consideration arrangements is made to ensure that candidates receive fair recognition of their achievement whilst maintaining the equity, validity and reliability of the assessment. In this way, these arrangements make valid provision for candidates without making assessment easier for candidates.

REASONABLE ADJUSTMENTS

A reasonable adjustment is defined as an action that will reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage during assessment.

Reasonable adjustments must not affect the integrity of the assessment, but may involve:

- Making changes for individuals to the standard assessment arrangements, for example allowing candidates extra time to complete the assessment.
- Providing access facilitators during assessment, such as a sign language interpreter.

Reasonable adjustments are requested and approved before the assessment takes place.

The use of a reasonable adjustment will not be taken into consideration during the assessment of a candidate's work if it has not been previously submitted prior to the assessment session.

Every request for a reasonable adjustment will be considered on a case-by-case basis by the PTD. What is reasonable in terms of an adjustment to the assessment will depend on the individual circumstances.

SUBMITTING APPLICATIONS FOR REASONABLE ADJUSTMENTS

Requests for reasonable adjustments should be sent in with the examination entries to the Examinations Department. The PTD reserves the right to refuse a reasonable adjustment request if the adjustment required would affect the integrity of the examination.

To request a reasonable adjustment, complete the Reasonable Adjustments Application form that is sent to teachers prior to the examination session and include any relevant information. Return the completed form by post or email to the PTD office 6 weeks prior to the examination session.

Each request should include the following:

- The nature of the candidate's disability/learning need
- A copy of any supporting evidence
- The special assessment arrangements requested

SPECIAL CONSIDERATIONS

Special considerations are different to reasonable adjustments as they apply to a temporary illness or adverse circumstance that could affect the candidate's performance. The PTD will consider applications for special consideration based on the information provided on a case-by-case basis.

Examples of special considerations which would be considered include:

- Serious disturbance or disruption during the examination such as a fire alarm.

- Temporary illness, injury or indisposition immediately prior to or during the examination (but, assuming that the candidate attempted to, or did, complete the examination, and did not elect to withdraw).
- Illness during the examination of the examiner, or music operator
- Recent bereavement or terminal illness of a member of the candidate's family or close friend or pet.
- Serious and disruptive domestic crisis leading to acute anxiety

. Details of any special considerations should be communicated by the examiner to the PTD Head of Examinations following the examination session. When recording a special consideration, examiners should include:

- Location of the examination
- Date of the examination
- Candidate's name
- Qualification title and grade
- Summary of the adverse circumstances affecting the candidate's performance in the examination

Special consideration is not appropriate for candidates whose illness or injury extends back to a time before the closing date for entry. In this event a candidate would be expected to apply for a reasonable adjustment or to defer their entry to the following session.

A candidate will not be eligible for special consideration due to:

- A very minor disturbance during an examination which did not materially impact on their ability to demonstrate the requirements of the examination
- A permanent disability or difficulty which is known about at the time of entry to the examination. In these cases, candidates should apply for reasonable adjustments.

Applications for reasonable adjustment or special considerations to be sent by post or email to:

Examinations Department
Professional Teachers of Dancing
The Studios
Morcombelake
Dorset
DT6 6DY
ptdenquiries@msn.com

Subsequent applications for a reasonable adjustment must be accompanied by supporting evidence as a candidate's condition may change over time or a different adjustment may be required for an examination at a higher grade or in a different discipline.

Please note that under GDPR requirements we cannot accept or process medical information about a candidate without having received informed consent from the candidate (if aged 18 or above) or their parent / guardian (if aged under 18). If such information is supplied and the application form is not properly signed, the application will be returned and not processed.

The PTD will only store supporting medical or other evidence for a maximum of 1 year.

In the event the PTD is unable to resolve a reasonable adjustment and/or special consideration application, the application can be referred to RSL Awards Ltd in the form of an appeal.

