

Reasonable Adjustments and Special Considerations Policy

Document reference	UKSEQ-POL-007
Policy area	Learner Rights
Version	0.1 — Draft
Status	In development — not approved for operational use
Policy owner	UKSEQ Quality & Compliance Lead (proposed)
Approval authority	UKSEQ Board (proposed)
Effective date	To be confirmed upon approval
Review frequency	Annually and following material change
Next review	12 months after approval

1. Purpose and scope

This policy establishes the proposed UKSEQ approach to reasonable adjustments and special considerations. It applies to UKSEQ directors, employees, contractors, centres and learners as relevant to their roles. It will take effect only when formally approved and implemented. UKSEQ is not currently recognised by Ofqual or Qualifications Wales and does not currently award regulated qualifications.

2. Responsibilities

The Board is accountable for approving the policy and ensuring sufficient resources and independent oversight. The designated Quality & Compliance Lead is responsible for implementation, monitoring and escalation. Centres and authorised personnel must comply with applicable requirements, cooperate with reviews and maintain accurate records. Specific appointments and delegated authorities must be confirmed before the policy takes effect.

3. Purpose

UKSEQ aims to remove avoidable disadvantage while preserving the validity of qualification competence standards and assessment outcomes.

4. Reasonable adjustments

Adjustments are arrangements agreed before assessment to address disability or other eligible needs, such as accessible formats, assistive technology or additional time where permitted.

5. Special consideration

Special consideration may be considered after an assessment where temporary illness, injury or exceptional circumstances materially affected performance; it must not award competence not demonstrated.

6. Request process

Centres will collect only necessary evidence, consult learners, identify the assessment requirements and submit requests to UKSEQ where approval is required. Sensitive information must be protected.

7. Decision criteria

Decisions must consider individual need, qualification rules, fairness to others, security and the competence being assessed. Reasons and any conditions must be documented.

8. Implementation and review

Centres must implement approved arrangements and report problems. Refusals must be explained with an appropriate appeal route.

9. Monitoring

UKSEQ will monitor patterns and outcomes to identify inequity and improve accessible assessment design.

10. Monitoring, records and review

Compliance will be monitored through management review, sampling, incident analysis and internal audit as appropriate. Records of decisions, exceptions, approvals and corrective actions must be maintained in approved secure systems. This policy will be reviewed annually, and sooner following relevant legal or regulatory change, material incident or identified weakness.

11. Related documents

This policy should be read alongside the UKSEQ policy suite, applicable qualification specifications, approved centre agreements and relevant statutory or regulatory requirements. In any conflict, applicable law and binding regulatory conditions take precedence.

Document control and approval

Prepared for consultation and Board review. Before issue, UKSEQ must confirm named accountable officers, contact routes, delegated decision rights, service standards, implementation evidence and any necessary regulatory cross-references.

Approved by	Pending
Approval date	Pending
Next scheduled review	12 months after approval