

## **SPECIAL CONSIDERATIONS POLICY & PROCEDURES**

### **Introduction**

In the interests of fairness and accessibility, the YSA is prepared to give special consideration to learners who have suffered temporary illness, injury or indisposition during their course and

- Were prevented from attending an assessment session / completing an assessment task by the specified date, or
- Attended the assessment but believe that circumstances beyond their control, such as a sudden indisposition, affected their assessment performance adversely, or
- Are, as a result of their indisposition, unable to reach the required 90% attendance at course days

Tutors are asked to note that special considerations differ from reasonable adjustments in that they relate to unforeseen circumstances which result in a temporary indisposition and which have had, or are likely to have had, a material effect on that learner's ability to take an assessment, perform in that assessment or to reach the required level of attendance. By contrast, reasonable adjustments cater for longer-term impairments and disabilities which must be assessed at the start of the course or as soon as possible thereafter. *Please see YSA Reasonable Adjustments Policy for further information.*

### **Eligibility for Special Considerations**

The following are the conditions for a learner's eligibility for special considerations:

1. a sudden injury or a sudden onset of an illness/indisposition (for which a doctor's/hospital note must be provided)
2. an unplanned hospital admission (for which a doctor's/hospital note must be provided)
3. a sudden bereavement of a family member or a close friend (for which a learner's note will suffice)
4. a loss of written assessment evidence as a result of fire, flood or theft (in the last case, a police crime number should be provided; for the remaining two, a learner's note will suffice)
5. a domestic emergency, such as flooding, fire or serious structural damage, such as that caused by a severe storm (for which a learner's note will suffice)
6. other circumstances beyond the learner's control – e.g. severe weather, unscheduled work or other commitments, severe disruption to domestic arrangements, trauma caused by family breakdown (work commitments will require a note from the learner's line manager, while, for other circumstances, a learner's note will suffice)

We will review the circumstances and evidence surrounding each request for special considerations on a case by case basis. We will also strive to ensure that all decisions made maintain a consistent and fair approach across all YSA courses.

A Learner will not be eligible for special consideration if:

- no evidence is supplied by the learner that s/he has been affected by a particular condition or circumstance
- any part of an assessment or course is missed due to personal arrangements including holidays or unauthorised absences

**Procedure for Applying for Special Considerations**

**All applications for special considerations in the context of a YSA course must go to the Directors and this may be further discussed with the awarding body.**

**The following application process applies: A letter detailing the circumstances from the student and proposed (if any) actions to enable completion of the course to the YSA directors.**