

Review arrangements

IWFM will review the policy annually as part of the self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback, changes in practices, actions from the Regulatory Authorities or external agencies or changes in legislation.

'Regulatory Authorities' refer to, either individually or jointly; Ofqual, SQA Accreditation, Qualifications Wales and CCEA Regulation in Northern Ireland.

To feedback, contact IWFM via the details provided at the end of this policy.

Arrangements not covered by this policy

This policy does not cover the deferral of registration, where a learner has just commenced their studies and for circumstances out with their control, cannot commit to their studies for a period of time as expected. For deferrals, please see the Deferral Policy.

Appeals

To appeal against a IWFM decision to decline a request for special consideration refer to the IWFM Appeals Policy.

Policy overview

IWFM is committed to complying with all current and relevant legislation in relation to the development and delivery of its qualifications and, which at the time of writing includes, but is not limited to, the Equality Act 2010. IWFM seeks to uphold human rights relating to race relations, disability discrimination and special educational needs of its learners and to provide special considerations for all learners registered on the IWFM qualifications.

IWFM expects centres to have a fair access to assessment policy in operation, which reflects the following principles and guidelines.

Assessment should be a fair test of learner's knowledge and what he or she is able to do, however, for some learners the usual format of assessment may not be suitable. IWFM ensure that its qualifications and assessments do not prohibit learners from taking the qualifications.

IWFM recognise that special considerations may be required where a learner is indisposed at the time of the assessment, through circumstances out with their control. Learners who are undertaking assessment for their final unit and circumstances out with their control mean they may not achieve the unit prior to the expiry of the registration period may apply for an extension

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under the Special Consideration policy.

The provision for special consideration is made to ensure that learners receive recognition of their achievement so long as the equity, validity and reliability of the assessments can be assured. Such arrangements are not concessions to make assessment easier for learners, nor advantages to give learners a head start.

There are two ways in which 'access to fair assessment' can be maintained through:

- reasonable adjustments (see the IWFM Reasonable Adjustments policy), and
- special considerations.

Process for special consideration

If a centre is making a request on behalf of a learner, it must complete an Application for Special Consideration form and supply relevant supporting information. For example:

- learner's name and IWFM membership number
- nature of, and rationale for, the request
- supporting information/evidence

For IWFM Direct Learners they can make requests directly to the IWFM Academy team via email academy@IWFM.org.uk.

How IWFM will deal with requests

IWFM will aim to respond to all requests within two working days following receipt. If IWFM is unable to respond within the time frame, we will provide an estimated response date.

Definition of special considerations

Special consideration can be applied after an assessment if there was a reason the learner may have been disadvantaged during the assessment.

For example, special consideration could apply to a learner who had temporarily experienced:

- an illness or injury
- some other event outside of their control

and which has had, or is likely to have had, a material effect on that learner's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

Special consideration should not give the learner an unfair advantage; neither should it cause the user of the certificate to be misled regarding a learner's achievements. The learner's result must

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reflect his or her achievement in the assessment and not necessarily his or her potential ability.

What special considerations will be applied to learners

As IWFM assessments are predominantly open book and internally assessed the type of special considerations that may be applied to a learner are limited. This policy will be applied to learners who are close to the end of their registration period e.g. within the last 6 months and due to circumstances out of their control, cannot undertake their final unit assessment prior to expiry of their registration.

If a learner circumstances meet the criteria above IWFM reserves the right to extend the learners registration for a limited period to enable them to complete their final assessment and achieve their qualification.

How will IWFM use the data

For information on how IWFM uses data and the learner's rights in relation to this, please see our privacy policy <https://www.IWFM.org.uk/privacy>

Contact us

Any queries about the contents
of this document please contact:

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APPENDIX

APPLICATION FOR SPECIAL CONSIDERATION

This form is to be completed for a learner who is within the last 6 months of their qualification and due to circumstances out of their control, cannot undertake the final unit assessment prior to the expiry of their registration.

Centre No: 25424.001

Centre Name: IWFM Direct

Learner No: Click or tap here to enter text.

Learner Name: Click or tap here to enter text.

Qualification Title: Click or tap here to enter text.

Please summarise the circumstances which have resulted in the application for special consideration:

Click or tap here to enter text.

Please provide details of supporting evidence (*this may include a medical certificate, a doctor's letter or psychological report*):

Click or tap here to enter text.

Declaration: I confirm that the information provided is accurate.

Name: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Position in Centre: Click or tap here to enter text.

Date: Click or tap here to enter text.