



# **Alternative Assessment Arrangements Policy and Procedure**

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## History of Changes

<b>Version</b>	<b>Description of Change</b>	<b>Authorised by</b>	<b>Date</b>
1.1	Addition of reference to C&G Access Arrangements and Reasonable Adjustments	S Fraser	28-11-17

## **1 Purpose**

The purpose of this policy is to detail the process for requesting and approving alternative assessment arrangements for internal and external assessments. This policy:

- Describes the responsibilities of College staff with regard to requesting and approving additional assessment support to meet the specific needs of learners.
- Sets out the procedure for approving and registering alternative assessment arrangement requests.

## **2 Policy Statement**

West Lothian College will consider all requests from College learners for alternative assessment arrangements where the request is supported by suitable and sufficient evidence of need.

## **3 Scope**

This policy applies to:

- All College learners, across all courses and all modes of study.
- All College staff and other relevant individuals who interact with learners and with the assessment process.

## **4 Responsibilities**

The Quality Officer, through the Head of Quality and Learner Services, is responsible for verification and approval of requests for alternative assessment support.

The Access and Support for Learning Service Leader is responsible for receiving and processing requests from academic staff for alternative assessment support and ensuring requests are properly evidenced.

Academic staff are responsible for ensuring that requests for alternative assessment support are fully supported by relevant documentation to evidence a clear need for additional support.

## **5 Procedure for approval of requests for alternative assessment arrangements**

The lecturer will liaise with the learner to identify the nature of assessment support required.

The lecturer will, at the earliest possible opportunity, and no later than 31 January of each year, inform the Access and Support for Learning Service Leader of the identified need for additional assessment support.

The Access and Support for Learning Service Leader will liaise with the lecturer and arrange for relevant diagnostic tests to be carried out.

The lecturer will provide relevant supporting documentation to the Access and Support for Learning Service Leader to support the request for alternative assessment arrangements. This documentation will include:

- Confirmation of medical conditions from the learner's Doctor (where this is appropriate).
- Diagnostic evidence, for example a LAD test.
- Two suitable and sufficient pieces of assessment evidence, annotated by the lecturer, that show learner results with and without support.

The Access and Support for Learning Service Leader will liaise with the lecturer to assess whether the request should be supported.

The Access and Support for Learning Service Leader will present all requests to the Quality Officer for approval. The Access and Support for Learning Service Leader will ensure that each request is supported by a checklist that includes details of the individual learner, examination diet, nature of support required, consultation with lecturers, consultation with learners and supporting evidence.

The Quality Officer, in conjunction with the Head of Quality and Learner Services, will arrange a verification meeting with the Access and Support for Learning Service Leader, prior to the awarding body deadline for requests to be registered. Requests will be approved or rejected at this meeting.

The Access and Support for Learning Service Leader will record minutes of the internal verification meeting. The Head of Quality and Learner Services will keep signed minutes of the verification meeting.

The Access and Support for Learning Service Leader will register all approved requests with the awarding body by the required deadline.

## **6 Procedure for making late requests**

Requests for alternative assessment arrangements that are made after the awarding body registration deadline has passed will not generally be considered.

Where there are exceptional circumstances, the Head of Quality and Learner Services will decide whether the request should be processed.

The Access and Support for Learning Service Leader will liaise with the awarding body where late requests have been approved for entry.

## **7 Documentation**

- Reference should be made to the SQA Quality Assurance of Assessment Arrangements Policy and Procedure, November 2008, updated July 2014.
- SQA Assessment Arrangement Request System (AAR) – A guide for centres.
- SQA Introduction to Assessment Arrangements for Schools and Colleges - revised July 2014.
- AA1: Assessment Arrangement Checklist.
- City and Guilds: Access Arrangements and Reasonable Adjustments (available from [www.cityandguilds.com](http://www.cityandguilds.com))

## **8 Evaluation and review**

This policy and procedure will be reviewed in November 2020.