

REC PROFESSIONALS ACCREDITED CENTRE

Policy Document:

Special Considerations Procedure and Form

Dated: June 2020

The REC Professionals Accredited Centre (known as REC Professionals Centre) role is to successfully deliver qualifications certificated by REC's Awarding Organisation (RECAO).

As part of our commitment to quality standards and therefore protecting our learners, RECAO ensures that any regulatory requirements imposed upon us are met. REC Professionals' policies are integral to our approach and articulate in a consistent way how we meet our regulatory requirements. These are reviewed annually to ensure they remain fit for purpose.

Special Considerations Procedure

Regulatory Requirements – General Conditions of Recognition: Condition G7

Purpose

This procedure aims to ensure that special consideration is given to a learner by the REC Professionals Centre, who has temporarily experience:

- An illness or injury, or
- Some other event outside of the learner's control.

Which has had, or is reasonably 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.

Introduction

This procedure provides clear arrangements for making special consideration in relation to RECAO qualifications.

This policy sets out:

- How a learner qualifies for a special consideration.
- What special consideration will be given.

Scope

This policy applies to RECAO staff, RECAO Centre's and learners.

Definition of Special Consideration

The term Special Consideration is a temporary experience that prevents the learners from taking an assessment or able to demonstrate his or her level of attainment in an assessment.

How a learner qualifies for a Special Consideration

Learners in the first instance must advise the REC Professionals Centre as soon as possible after the examination if Special Consideration is required in the assessment of a RECAO qualification. The Special Consideration should be reported to REC Professionals Centre using the form which can be found at the end of the policy. The REC Professionals Centre will inform the RECAO who will conduct a review following their own Policies which can be found at: <https://www.rec.uk.com/about-the-rec/awarding-organisation/information-centres>

Monitoring and Review

Use of this procedure will be monitored and reviewed annually to ensure the procedure and its approach remains fit for purpose.

Special Considerations Application Form

Applications for Special Considerations must be submitted to the REC Professionals Centre no later than 7 days after the examination. The REC Professionals Centre aim to respond to all requests within 10 working days. For further information on Special Considerations, please see the Special Considerations Policy. Special Considerations are only granted when the candidate can demonstrate that there were exceptional circumstances that affected their ability to perform to the best of their ability during the examination. All relevant medical certification/employer certification must be provided where appropriate. Medical certification must be relevant and detailed and confirm that an assessment would be affected by the condition.

Learner details

Name: _____

Email: _____

Telephone: _____

Membership Number: _____

Examination Session: _____

Examination(s) for which application is made _____

Reason for application

Has medical documentation been attached? Y/N

Has REC Professionals Centre/employer evidence been attached? Y/N

Has learner previously received a Special Consideration from REC Professionals Centre? Y/N

Summary of exceptional circumstances beyond the candidate's control:

Declaration: I declare that the information provided is true and complete to the best of my knowledge.

Signature: _____ Date: _____