



## **Special considerations – Policy and Process**

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By Laura Evans

## **Aptitude Organisation CIC Special Considerations – Policy and Process**

At Aptitude Organisation CIC, we are dedicated to providing an equitable learning experience for all individuals, ensuring that each learner is given the opportunity to perform to the best of their ability, regardless of personal or exceptional circumstances. We understand that learners may face situations that impact their ability to complete assessments or meet the expected standards due to factors outside of their control.

Our Special Considerations Policy is designed to outline the approach we take in recognising and responding to these circumstances. We take such matters seriously and aim to provide appropriate support. Whilst it is not Aptitude who makes the final decision regarding whether a special consideration can be granted, they will support and facilitate the application to AIM Awards.

The policy outlines the process for submitting requests, examples of what may constitute as a special consideration and likely outcomes.

Our goal is to ensure transparency and consistency in how we handle requests for special considerations, maintaining fairness for all learners while upholding the integrity and standards of our assessments.

### **Scope**

This policy and related procedures are intended for:

- centres and its' staff delivering AIM Qualifications and Assessment Group approved qualifications or units
- learners registered on AIM Qualifications and Assessment Group approved qualifications or units, who wish to apply for a special consideration

### **Definition of special considerations and likely applications**

A special consideration is a post assessment adjustment which can be applied if there is reason a learner may have been disadvantaged during an assessment or examination, due to an unforeseen circumstance during or near to the time of that assessment or examination. Which may include, but are not limited to, things like illness, bereavement, jury service, or other significant events.

Aptitude will not consider special considerations in relation to any area of training where a demonstration of a practical competence has not been met eg Safeguarding.

Other considerations unlikely to be upheld include things like:

- Faulty equipment
- Failure to adhere to assessment timetables or conducting the assessment at the correct time and/or place
- Personal arrangements, e.g., a wedding, holiday, centre field trip
- The consequences of committing a crime, where formally charged
- The consequences of being under the influence of alcohol or recreational drugs
- Failure to undertake assessment due to the learner joining part way through
- If English is not the learners first language

- Learning difficulties or a disability over and above those that a previously approved access arrangement or reasonable adjustment would have alleviated.

If a special considerations application is accepted, it will normally be given by applying an allowance of additional marks to each component affected within a specification. The size of the allowance depends on the timing, nature and extent of the illness or misfortune. The maximum allowance given will be 5% of the total raw marks available in the component concerned, including coursework/non-examination assessment. In some circumstances, e.g., on-demand assessments or Externally Verified qualifications, the learner may be given an opportunity to take the assessment at a later date

### **Aptitude Organisations CIC responsibilities**

Aptitude will ensure that:

- all staff involved in the management, assessment and quality assurance of AIM Qualifications and Assessment Group qualifications and any learners undertaking one are fully aware of both this policy and Aim Awards policy, which outlines their processes
- have a named person with designated responsibility for managing all aspects of special considerations namely, Laura Evans
- they provide adequate provision for possible adjustments future learners might need.
- they follow AIM Qualifications and Assessment Group procedures for requesting special consideration.
- evidence is gathered, and records retained, for each special consideration requested and approved by AIM Qualifications and Assessment Group, for audit purposes.
- they select appropriate qualifications for learners depending on their particular circumstances.
- they identify and discuss with learners during intake, any difficulties they may have in accessing assessment.
- they explain to learners the assessment requirements of the qualification.
- they make it clear to learners at the outset if it seems they will not be able to meet all of the assessment requirements and explain the restriction on achievement to them, as a result.
- they will design centre set assessment activities or material in an inclusive way so that they are accessible to all learners, with language that is also clear, unambiguous and free from jargon.

### **Learner Responsibilities**

Any learner undertaking an AIM Qualifications and Assessment Group Qualifications must:

- Be familiar with the centre's access to assessment policy, special considerations policy and procedures and appeals policy and procedures.
- Declare any illnesses or conditions which require special needs when registering with the centre and prior to course commencement.

- Declare any illnesses or conditions, for the purposes of special consideration being given, prior to the assessment.
- Provide supporting evidence to the centre.

## **The process**

A Learner must submit evidence to Laura Evans using the special consideration form. The circumstances of the special consideration must be detailed on the form and relevant evidence must also be submitted to validate the circumstance for consideration.

Where an incident occurs during an examination, which leads to the request for a special consideration, the examination invigilation report will be requested. This should contain a full description of the occurrence, as witnessed by the invigilator.

Once a request has been submitted, along with the evidence to support the application, it will be reviewed internally and if it meets the relevant criteria will then be forwarded onto AIM Awards, who will communicate their decision within 10 working days.

If Aptitude disagrees with a decision made by AIM Qualifications and Assessment Group about a special consideration, they will ask for the decision to be reviewed under the AIM Enquiries and Appeals policy providing further evidence such as medical evidence is now available which may change the original decision made by AIM Qualifications and Assessment group.

**CONFIDENTIAL**  
**Special Considerations Application Form**

Learner Name:-

Qualification relevant to the special consideration:-

Date of submission of this form:-

Having read the special considerations policy, please outline the circumstance that you feel warrant special consideration.

How will (or has) this circumstance impacted on your ability to undertake assessment or complete work?

Please outline evidence you are submitting to support your claim – examples of acceptable forms of evidence can be found in the chart below (this is not an exhaustive list).

Circumstance	Required evidence
Illness	An original medical certificate or letter from an appropriate medical professional confirming the nature of the illness and the likely impact it is having on the learner's ability to undertake formal assessment and/or study.
Hospitalisation	A medical letter/certificate from the relevant hospital confirming the nature and severity of the learner's circumstances and the likely period of impact on the learner's ability to undertake formal assessment and/or study.
Family	A medical certificate/letter from an independent medical professional confirming the nature and severity of the family circumstances and the likely impact it is having on the learner's ability to undertake formal assessment and/or study.
Bereavement	A death certificate or a letter confirming the death from an independent person eg doctor or counsellor (usually not a family member) with their contact details provided and including a view on the closeness of the relationship and the impact it is having on the learner's ability to undertake formal assessment and/or study.