



GLAM ACADEMY

**Special considerations and reasonable
adjustments policy**

September 2025

Scope of the Policy

This policy is provided for Glam Academy, learners and staff members who are using or delivering courses and qualifications offered by Glam Academy.

Review arrangements

Glam Academy will review this policy annually in line with self-assessment arrangements. This policy will be also be revised as and when necessary, in response to learner feedback or good practice guidance issued by an awarding organisation or other regulatory body.

Location of the Policy

This policy is available for all staff members, third parties and learners to access.

Communication of the Policy

Every staff member involved in the management, delivery, assessment and quality assurance of qualifications offered by Glam Academy, shall be made aware of this policy during their induction period of employment. Learners undertaking Glam Academy qualifications shall be informed of this policy during their induction process.

Policy Statement

This policy provided for Glam Academy staff members and learners to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner.

Statement of Principles

Glam Academy is committed to complying with all current and relevant legislation in relation to the development and delivery of qualifications. Glam Academy learners will have fair access to assessments where practicable.

A reasonable adjustment may be required where a learner has a permanent disability of specific learning need (s).

A special consideration may be required where a learner has a temporary disability, medical condition or learning needs or is indisposed at the time of the assessment.

Definition of Reasonable Adjustments

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage during an assessment.

Reasonable adjustments may involve:

Changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity.

Adapting assessment materials, such as providing materials in Braille

Providing assistance during assessment, such as a sign language interpreter or a reader

Re-organising the assessment room, such as removing visual stimuli for an autistic learner

Providing and allowing different coloured transparencies.

Reasonable adjustments are approved or set in place by an awarding organisation before the assessment activity takes place; they constitute an arrangement to give the learner access to the assessment.

Requesting Reasonable Adjustments

The SENCo must make Glam Academy staff members aware of any reasonable adjustments learners require. The SENCo is responsible for applying to awarding organisation for reasonable adjustment requests (when appropriate).

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. Any requests to an awarding organisation for Special Considerations must be made by a Glam Academy staff member within the set time frame required of the awarding organisation.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

All documents relating to reasonable adjustments and special considerations must be saved and stored securely. The awarding organisation must be given access to any information or documents regarding reasonable adjustments and special considerations, when requested.

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|-----------------------|----------------|
| | Date |
| Agreed | May 2023 |
| Reviewed | September 2025 |
| To be reviewed | September 2026 |

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| I have read and understand this policy | | |
| Name of member of staff | Signature | Date |
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