

**MERSTONE SCHOOL**



**Reasonable adjustments  
Policy**

**Exam Officer: Paula Morbey**

**Reviewed: September 2025**

**Next Review: September 2026**

# Reasonable adjustments Policy - Merstone School

## Introduction

The purpose of reasonable adjustments and special consideration requests is to enhance access to qualifications for learners with disabilities and other difficulties, without compromising the assessment of the skills, knowledge understanding or competence being assessed.

This policy relates to all Ascentis qualifications i.e. Access to HE Diploma, Ofqual regulated programmes and customised provision.

All staff involved in the management, assessment and quality assurance of Ascentis qualifications at Merstone School will be fully aware of the contents of this policy and all pupils will be made aware of its existence.

## Policy Overview

Merstone School is committed to ensuring we comply with all current and relevant legislation in relation to the development and delivery of all qualifications. We will ensure that we provide equal reasonable adjustments and considerations for all pupils taking part in Ascentis qualifications to ensure all pupils have an equal opportunity to achieve their results fairly by putting in reasonable adjustments where applicable. Reasonable adjustments or special considerations may be required if:

- Pupils have special educational needs
- Pupils have medical conditions effecting their performance
- Pupils are indisposed at the time of assessment due to their disability

These arrangements are not concessions to make assessment easier for learners, nor advantages to give learners a head start.

Merstone School will make all information regarding reasonable adjustments and special considerations known to Ascentis prior to any examinations taking place.

## Possible readjustments and special considerations

To ensure all pupils have fair access to examinations the following re adjustments and special considerations may be required:

- Extra time given to pupils
- Supervised rest breaks given to pupils who may require this to ensure they are able to complete the examination
- The use of communication aids
- The use of Makaton symbols
- The use of Makaton signs to ensure pupils understand the questions
- Staff may be required to read the questions to pupils

- Staff may be required to scribe for the pupils if they are able to give an answer verbally but do not have the written skills.
- Pupils may require the use of a word processor if this is how they would usually complete written tasks

All papers which have been completed with any of the above considerations or adjustments will have a clear explanation written on and signed by the member of staff who has marked the paper.

### **Appeals**

If pupils feel they have not been given the correct re adjustments or special considerations to ensure they are successful in their examinations staff will guide them to the appeals and complaints policy.

Paula Morbey

16<sup>th</sup> September 2025