



## CO. CAVAN VEC, Adult Education Services

# PROCEDURE ON REASONABLE ACCOMMODATION FOR ASSESSMENT

The Equal Status Acts, 2000 to 2004, requires CO. CAVAN VEC to provide reasonable accommodation to meet the needs of a learner who requires this.

In the context of assessment, reasonable accommodation is the term for the adaptation of assessment as necessary to cater for the needs of learners whose personal situation means that the assessment would otherwise be unfair e.g. learners with a disability, and/or other learners covered by equality legislation.

Any adaptation of the assessment by the tutor will facilitate the learner to demonstrate their achievement of the standards without altering the standard.

Special assessment arrangements/adaptations are not intended to and will not reduce the validity and reliability of the assessment or compromise the standard.

The adaptation will seek to amend the aspects of the assessment technique or instrument which prevent a learner's participation in the assessment. It will be used where the particular assessment technique(s) or instruments disadvantages the learner in assessment.

These adaptations may include the following and/or other reasonable adaptation:

- modified presentation of assignments/examination papers e.g. enlargements
- scribes/readers
- use of sign language
- practical assistants
- rest periods
- adaptive equipment/software

- use of assistive technology
- extra time

The implementation of these adaptations will ensure that all learners are assessed on an equitable basis. CO. CAVAN VEC is responsible for their implementation and any associated costs incurred. Reasonable accommodations will be implemented in a fair and impartial manner and will in no way advantage or disadvantage the learner.

**The procedure is as follows:**

1. A learner fills in an application form when they wish to enrol in a class. There will be a section on the application form which may highlight any support that a learner may need.
2. A learner who will need reasonable accommodations will be invited to meet with the Centre/Programme Coordinator to see how best to accommodate him/her in assessment.
3. If learners do require reasonable accommodation for assessment, they are to fill out a 'Request for Reasonable Accommodation for Assessment' Form.
4. This form is to be submitted along with supporting documentation, for example, a doctor's certificate.
5. The Programme Coordinator will meet with the Assessor to identify the adaptation/accommodation needed and how best to implement this.
6. The Programme Coordinator will note all requests for Reasonable Accommodations and the outcome.



## REQUEST FOR REASONABLE ACCOMMODATION FOR ASSESSMENT

Learner's Name:

Date:

Tutor:

Course:

Location:

Describe the circumstances under which you are requesting reasonable accommodation:

Please describe the support that you require:

Please describe additional equipment that you will need:

What supporting documentation do you have?

Learner's signature

\_\_\_\_\_

Centre/Programme Coordinator

\_\_\_\_\_