

Exemptions, Proxies, Reasonable Adjustments and Special Considerations

The IICCT seeks to assess all students in a way that puts them at no disadvantage, or advantage, over other students.

Introduction

The FDQ Centre Handbook and Qualification Handbooks sets out the assessment, quality assurance and regulatory requirements for FDQ qualification provision. This policy sets out the centre arrangements for exemptions, proxies, reasonable adjustments and special considerations.

Scope

The Centre Co-ordinator will implement and apply this policy in conjunction with the IQA and Assessors. It will be applied at learner induction and throughout the learning and assessment programme until achievement of the qualification. The Centre Co-ordinator will be responsible for the monitoring of this policy and its regular review.

Procedures

Exemptions and Proxies

All learners will be interviewed at induction to determine previous qualifications and experience. This will be used to inform and relevant Recognition of Prior Learning (RPL). Additionally, it will be used to consider any exemptions or proxies that can be granted in respect of qualification achievement as set out in the qualification requirements and regulations. Any exemptions or claims for proxies will be recorded on learners' records. In the case of FDQ accredited courses these will be confirmed with FDQ on fdqawards.co.uk

Reasonable Adjustments

All learners will be interviewed at induction to determine any needs for reasonable adjustments to be considered. Any reasonable adjustments identified will be recorded and applied within the assessment methodologies and processes. This will be agreed with the IQA so that internal reasonable adjustments are taken into account. For accredited courses, any assessment variations outside of internal adjustments, will be referred to Awarding Organisation arrangements as outlined in the FDQ centre Handbook.

Special Considerations

Any matters arising that may require special consideration, e.g., the learner being unable to attend learning or complete assessments because of ill-health or injury, will be monitored on an on-going basis by the Centre Co-ordinator.

For accredited courses, claims for special considerations will be applied in line with Awarding Organisation arrangements set out in the FDQ centre handbook. Advice will be sought from FDQ in respect of individual special consideration cases.

Last Reviewed: 19th August 2022