



## **Reasonable Adjustments and Special Considerations Policy and Procedures**

### **1. Reasonable Adjustments**

The term 'disabled', for the purposes of the Academy's examinations, encompasses any physical, mental, learning or behavioural impairment (permanent or temporary) which is likely to affect the candidate's ability to perform well in the examination. A 'condition' which is normally temporary may still be such that it is appropriate for the Academy to be made aware of it in advance of the examination.

Classical Ballet, by its very nature, is a precise physical art concerned with shape, line, co-ordination, musical and performance qualities. It is within these parameters that the Academy welcomes candidates with disabilities/conditions for Graded/Vocational Graded examinations.

As a result, candidates who have a permanent/temporary disability/condition who are entered for examinations may need special arrangements/aids to enable them to perform to the best of their ability. In these cases, the Academy will make reasonable adjustments if necessary. It is emphasised that all candidates will be assessed against the same criteria and no concession will be made in order to safeguard the integrity of the award.

A teacher who intends entering a candidate with a permanent/temporary disability/condition, should complete a Notification of a Candidate with a Permanent or Temporary Disability/Condition and Request for Reasonable Adjustments form (VEF/GEF12). These are available from RAD headquarters, local offices and from RAD websites. The contact details for these offices are published in *dance gazette*, *diary* and online. The completed form should be returned to the examinations department, for forwarding to the Examinations Manager. Applications should be made by the closing date for entry, to enable the Academy to make any special arrangements that may be necessary to ensure that the candidate's particular requirements are met. In instances where a disability/condition is not known until after the closing date for entry, the Examinations Manager or National Administrator must be informed immediately and no later than two (2) working days prior to the examination. Under no circumstances should any forms be given directly to the examiner on the day of the examination.

### **2. Special Considerations**

Special consideration is a post examination adjustment to the mark of an assessment for a candidate who was prepared for and present at an examination but who may have been disadvantaged by adverse circumstances that have arisen immediately prior to or at the time of an examination.

Special consideration cannot give the candidate an unfair advantage. Additionally, the application of special consideration must not cause the user of a certificate to be misled regarding a candidate's achievements. Examinations and assessments are a

measure of what a candidate can do at one moment in time. Only minor adjustments can, therefore, be made to the mark awarded because to do more than this would jeopardise the standard.

A decision to award special consideration will be based on a number of factors, which may vary from candidate to candidate and from one examination to another. These factors may include the severity of the circumstances and the date of the examination in relation to the circumstances. Each case is assessed and the outcome determined on an individual basis.

Special consideration will normally be given by applying an allowance of marks to each component affected in a particular scheme of assessment. The size of the allowance will depend on the timing, nature and extent of the circumstances. The maximum allowance given will be 5 marks of the total raw marks available.

## **2.1 Eligibility**

Special consideration may be given at the Academy's discretion to candidates when:

- Performance in an examination is considered to have been affected by circumstances beyond the control of the candidate or examiner
- Reasonable Adjustments to the examination which were agreed in advance and were proved to be either inadequate or inappropriate

The following are examples of circumstances which may lead to an application for special consideration, provided they are substantiated by medical or other appropriate evidence:

- Serious disturbance/disruption during the examination such as a fire alarm or power failure
- Temporary illness, injury or indisposition either immediately prior to or during the examination
- Illness during the examination of the examiner or pianist
- Very recent bereavement of a member of the candidate's immediate family
- Life-threatening illness of a member of the candidate's immediate family
- Serious domestic crisis leading to acute anxiety

The following are examples of circumstances where special consideration would NOT apply:

- Permanent disability (*unless the Reasonable Adjustments agreed in advance proved to be either inadequate or inappropriate*)
- Minor disturbance in the examination room caused by another candidate, such as bad behaviour or feeling unwell
- Failing to attend the examination at the correct time

Candidates who become ill or suffer an injury in advance of the examination are not eligible for Special Consideration and are strongly advised to withdraw from the examination. In these cases 50% of the fee will be refunded on production of a medical certificate.

## **2.2 Incomplete Examinations**

Special consideration cannot be given to candidates for parts of examinations not completed, due to illness/injury at the time of the examination. This is because RAD Graded and Vocational Graded Examinations are single performances at one moment in time and candidates can only be assessed on the performance given during an examination.

If a candidate is unable to complete an examination through illness or injury, marks for the missed sections cannot be awarded, nor can generic marks be awarded for performance and music when they relate to the missed sections. With the exception of Grade 8 Award, Advanced 1 and Advanced 2 (where all sections must be passed in order to gain an overall pass), candidates may still be able to pass an incomplete examination provided that the total marks reach the minimum required.

## **2.3 Application for Special Consideration**

A teacher, parent/guardian or candidate may apply to the Examinations Manager for Special Consideration using the appropriate form, available from RAD headquarters, local offices or RAD websites. A separate form should normally be used for each candidate, however in cases where a group of candidates has been disadvantaged by one event, e.g. a fire alarm, one form should be used with a list of candidates who have been affected, attached to the form. All applications accompanied by evidence must be made in writing using the appropriate form and sent to the Examinations Manager within five working days of the examination.

Application for Special Consideration will not be accepted after results have been received except when medical evidence comes to light about a candidate's condition, which demonstrates that the candidate must have been affected by the condition at the time of the examination, even though the problem did not reveal itself until after the results were known.

## **2.4 Outcomes**

If an application for Special Consideration is successful, it may, dependent on the circumstances, result in one of the following:

- A slight adjustment to the marks (maximum 5)
- A re-examination free of charge

The amount of any adjustment to marks as a result of Special Consideration will be shown on the candidate's Result Form.

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