



End Point Assessment – Fair Access Policy

Definitions

Access Arrangements are arrangements made to the learning and or assessment process which enable those with a specific, ongoing, need to have the opportunity to achieve the qualification. Such arrangements are typically agreed, or at least highlighted for further discussion, during a learner needs analysis before or at the start of the learning programme.

Access arrangements should not give the recipient an unfair advantage, should only be agreed where there is a clearly identifiable and quantifiable need and should not exempt the learner from providing authentic evidence as required by the assessment criteria.

Special considerations are applied **after** the assessment has taken place in response to an incident which may be reasonably expected to have adversely affected the learner's performance on the day of the assessment (eg recent bereavement or illness which cannot be covered by access arrangements). Special considerations will usually be applied in the form of an enhancement to the learner's result, which is determined by Lantra based on the evidence available.

Providers can make an application to Lantra in an instance where performance in an assessment may have been adversely affected. Only Lantra can make the decision as to whether special considerations should be applied.

The IQA and EQA will work together to ensure that provider staff have a shared understanding of this process to avoid 'speculative' or unreasonable requests.

Access Arrangements and the Equality Act 2010.

The Equality Act 2010* requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage.

What is 'Reasonable'?

Lantra Awards and its providers will consider the following when determining if access arrangements are reasonable:

- The cost of the arrangement.
- The potential impact of the arrangement of the learner and other learners.
- The specific needs of the learner.
- The likely effectiveness of the arrangement.

Lantra Awards and its providers may not approve access arrangements if they:

- give rise to unreasonable costs;
- compromise the security, integrity, validity and/or reliability of the assessment;
- are required to be implemented in unreasonable timeframes;
- compromise the learner's or others' health, safety and/or wellbeing either during the assessment itself or at any time a time in the future (for example in the workplace where the qualification or training is designed to facilitate employment in a specific sector or role);
- require adjustments to be made to the learning outcomes/objectives or criteria being assessed.

Access Arrangements recognised by Lantra Awards

The following table lists access arrangements which are recognised by Lantra Awards and therefore may be applied **without** prior approval from Lantra, provided there is a) clear and auditable proof of need and b) certainty that authentic evidence will be produced by the learner against all criteria being assessed.

Access arrangements	Examples of eligibility*
Supervised rest/comfort breaks	ADD, ADHD
Language modification	Difficulty with reading
Up to 50% additional time	Difficulty with reading
Reader	Difficulty with reading

*This list is for exemplar purposes only and is not a comprehensive list of conditions for which access arrangements may be approved.

The following table lists access arrangements which **must** be approved by Lantra prior to use. A request will need to be submitted along with supporting evidence and a decision will be made by Lantra as to whether to approve the access arrangements.

Access arrangements	Examples of eligibility*
Practical assistant	Physically impaired
Sign language interpreter	Deaf, hearing impaired
Prompter	Impairment with working memory
Braille transcript	Blind, partially sighted
Alternative assessment site	Physically impaired

*This list is for exemplar purposes only and is not a comprehensive list of conditions for which access arrangements may be approved.

Who is responsible for approving access arrangements?

The provider is required to perform a learner needs analysis. This analysis will form the basis of the provider's decision to approve or reject requests for access arrangements. Providers must use this document to inform their decision, or whether to apply to Lantra for access arrangements.

Where the provider is able to make the decision using the pre-approved list, these decisions regarding access arrangements should be subject to internal quality assurance, usually through an Internal Quality Assurer (IQA). These decisions will also be subject to external quality assurance by Lantra Awards. For this reason, it is important that all

relevant documentation of learner needs and the subsequent decision-making process are retained by the provider.

Where the request for access arrangements is to be made by Lantra the application must be sent via post, fax or email to Lantra. The request will be reviewed along with any supporting evidence and a decision will be communicated to the Provider, informing what, if any reasonable adjustments have been approved.

Where a request is refused, or the requested adjustments are modified by Lantra, Providers are able to appeal against the decision. Please refer to Lantra's appeals policy (available on the Lantra website) for further details of the appeals process.