



## Reasonable Adjustments and Special Considerations

Gem-A is committed to ensuring that consideration is given to the needs of all potential candidates when developing qualifications, associated tasks and assessments in order to try to minimise any subsequent need to make reasonable adjustments for candidates who have particular requirements. Access to fair assessment can be maintained through:

- reasonable adjustment; and
- special consideration.

Gem-A normally requires sight of documented information such as doctors reports or assessment reports in order to make any specific arrangements that may be within the means available to or within the limits of Gem-A and the limitations of the Gem-A authorised centres.

### Reasonable adjustments

A reasonable adjustment is defined as any action that helps to reduce the effect of a disability or difficulty that might place a candidate at a substantial disadvantage when being assessed.

- Gem-A will strive to accommodate each prospective candidate with special requirements or needs for their examination, by making reasonable adjustments where appropriate.
- Gem-A will not make adjustments that would in any way directly affect performance in the attributes that are the focus of assessment or that might otherwise affect or impact on the integrity of the award.
- Such prospective candidates must indicate if known, the fact that they have special examination requirements or needs, such as a physical or sensory disability or a language difficulty, on their course or examination enrolment form.
- Each circumstance will be considered on an individual basis according to the means, limits and experience of Gem-A and the specific request under consideration, at the time of course enrolment. Applicants will be contacted by Gem-A Education Office to discuss the circumstances of their requirements
- Wherever and whenever Gem-A finds that special requirements and needs can not be accommodated within its own centre it will strive to find alternative means or accommodation. If no means or accommodation can be found, or afforded, this will be determined, as far as is possible, at the time of course or examination enrolment.



- In the event of the onset of special requirements or needs or any other change of circumstances after course enrolment, Gem-A should be informed at the earliest opportunity and will do its best to handle the requirement on an individual basis, subject to its means and limits and the limitations of the Gem-A centre.
- Following acceptance by Gem-A of a student, special accommodation or arrangements for the examinations will be confirmed upon registration of examination entry.
- Any special requirements that may be needed by students overseas must be discussed by the student early in their course direct with the appropriate person at the ATC (or, for open distance learning students, with Gem-A Education Office) for investigation into local conditions and facilities. Where possible, Gem-A will seek to ensure favourable conditions but can not guarantee that conditions can be made suitable for any particular special requirement and can not provide financial or material provision or adjustments.
- Awarding bodies and centres are only required by law to do what is 'reasonable' in terms of providing access. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration. However, wherever and whenever it is possible to do so, Gem-A will make the necessary examination arrangements.

### **Special considerations**

Special consideration is given following an examination to candidates who are present for the examination but may have been disadvantaged by temporary illness, injury or adverse circumstances which arose at, or near, the time of examination.

- Special consideration will be given, in line with the circumstances and processes described in this policy, to candidates who have a diagnosed condition or suffer temporary illness, injury or indisposition, or who experience any specific adverse circumstances that might have disadvantaged their performance at, or near the time of, the assessment/examination.
- Gem-A will ensure that any considerations given will not otherwise affect or impact on the integrity of the award and that the candidate's result reflects their achievement in the examinations and not necessarily their potential ability.
- Special consideration should not provide the candidate with an unfair advantage, and it should not cause the user of the certificate to be misled regarding a candidate's achievements.

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THE GEMMOLOGICAL ASSOCIATION OF GREAT BRITAIN

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- Special consideration may result in a small post-examination adjustment to the mark of the candidate. The size of the adjustment will depend on the circumstances during the examination and will reflect the difficulty faced by the candidate, but will always be a minor adjustment as to do more may jeopardise the standard.
- Candidates who are absent from part of the examination due to illness will be given the option to re-sit the examination in full at a later date. Alternatively, at the candidate's request, the part of the examination already completed will be marked and the result will be held over until they sit the remaining sections (at a later date) and this will be added to their final mark.

### **Language proficiency**

- Question papers are available in other languages for certain exams for further details candidates should enquire at the Education Office.
- Examination candidates can indicate that English is not their first language in advance but they will be required to provide evidence when enrolling for the exam such as a referral from a professional. Once verified this information will be recorded and given to examiners. All invigilators are asked to read out instructions at the start of each examination which include the statement that candidates may write onto their answer book covers that 'English is not my first language' and examiners are made aware of this instruction.

### **Identifying conditions and supporting evidence**

In order to ensure that any adjustment to the examination will only provide a candidate with the necessary assistance without giving them an unfair advantage over others, Gem-A must be clear about the extent to which the candidate is affected by the disability, or difficulty.

- Where the implications of a disabilities are not obvious it may be necessary to obtain specialist advice to determine what level and kind of assistance the candidate will need.
- Where the centre can verify evidence of the disability and where the implications are clear, such as for candidates with physical difficulties, profound hearing impairment or who are registered as blind or partially sighted, no further evidence would be required.
- Where the implications of the difficulty are not obvious, such as for learning difficulties, the centre will have to provide additional evidence of the effect of the impairment on the candidate's performance in the examination. Any of the following types of evidence will be accepted. The centre should decide which of these will best assist understanding of the candidate's situation:

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1. Evidence of assessment of the candidate's needs in relation to the particular examination, made within the centre by relevant qualified centre staff such as learning support staff, teaching staff, trainers, assessors and other specialist staff. This evidence should include an indication of how the centre plans to meet the candidate's needs and should show that the candidate can cope with the level and content of the examination. The evidence should be documented for audit purposes. Information from previous centres attended by the candidate may also be included.
2. History of provision within the centre. This should include information about the support received by the candidate during the learning, or training programme and during informal assessments.
3. Written evidence produced by independent, authoritative, external specialists. This could take the form of medical/specialist reports or assessments. These reports should state the name, title and professional credentials of the person who carried out the assessments and wrote the report. The report should set out the nature of the difficulty and extent to which the candidate is affected by the difficulty; including the effects of any medication that the candidate may be taking.

### **Gem-A's duties and responsibilities**

In order to ensure that Gem-A meets its requirements in terms of disability legislation and regulatory requirements:

- It has a policy in place to prevent discrimination in the assessment of skills and knowledge which conforms to the requirements of the Equality and Disability legislation and which is subject to regular review. This policy is communicated to all its approved centres and adherence to this forms part of the contractual obligations for all recognised centre. Centres or other local bodies who act as a local agent on behalf of Gem-A in assisting with the assessment process are required to adhere to this policy.
- It has the systems in place to approve adjustments to the examination for candidates with disabilities or particular examination needs.
- It provides clear and comprehensive guidance to its centres on the procedures for making adjustments to the examination and the requirements for decision making and record keeping.

If you have any queries or would like further information please contact: **Lucy Dean, (exam@gem-a.com)**



# Gem-A

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## Fees

All fees are reviewed on an annual basis.

### Course fees

Course fees can be found in the current prospectus which is available in hard copy or downloadable as a pdf from the Gem-A website ([www.gem-a.com](http://www.gem-a.com)).

### Appeals fees

The appeals come under four different categories and the costs are as follows:

- consideration due to extenuating circumstances
- a clerical re-check of results - £18.00
- a special examination report - £30.00 for each exam component of the examination required
- an appeal against grades issued by Gem-A - £50.00 for each grade being appealed

All fees are payable at the time the appeal is made but will be returned in full to the appellant if the appeal is upheld.

### Replacement certificate fees

If a certificate needs to be reissued due to an error made by Gem-A no fee is charged but the original certificate will have to be returned to the Education Office. However, if a replacement certificate is requested then a fee of £25.00 will be payable at the time the replacement is requested and all replacement certificates will be identified as replacements.

If you have any queries or would like further information please contact: the Gem-A Education Office ([education@gem-a.com](mailto:education@gem-a.com)).

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