

## Reasonable Adjustments and Special Considerations Policy

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## 1. Introduction

This policy is aimed at centres, teachers and Candidates who are involved with Rockscool qualifications in Malaysia. This policy is based on a similar policy used in the UK by Rockscool. This policy covers all qualifications offered by Rockscool, including those which are not currently offered in Malaysia.

The purpose of this policy is to set out the procedures that Candidates, teachers, examiners and centres should follow when implementing reasonable adjustments and special considerations. The policy also gives details of the service provided by Rockscool for these arrangements.

**Please note that all enquiries regarding reasonable adjustments should be made in the first instance to Rockscool's Official Representative in Malaysia who will forward any requests for reasonable adjustments to Rockscool in the UK. All decisions regarding applications for reasonable adjustments will be made by Rockscool in the UK and communicated to the relevant exam candidate via Rockscool's Official Representative in Malaysia.**

This policy is available on our website at [www.malaysia.rockscool.co.uk](http://www.malaysia.rockscool.co.uk)

This policy will be subject to review and monitoring by Rockscool and if necessary will be amended and updated following feedback from Candidates and centres. All future versions to this policy will be flagged and will be posted on our website and sent to centres as an addendum to the centre handbooks.

Please note that we treat all records of reasonable adjustments and special consideration arrangements in confidence and will not make details available to any other parties.

If Candidates wish to appeal against the decision by Rockscool to decline requests for reasonable adjustments or special consideration arrangements, please refer to our *Appeals Policy*, available to download from our website at [www.malaysia.rockscool.co.uk](http://www.malaysia.rockscool.co.uk).

## 2. What are reasonable adjustments and special considerations?

Rockscool is committed to fair and equal assessment of its qualifications. All Candidates, regardless of age, sexual orientation, gender, race or disability have the right to an equal and fair access to all the assessments offered by Rockscool in Malaysia.

Therefore Rockscool recognises that in some cases there will be a need for some Candidates to have access to a range of arrangements which meet their individual needs and provide fair access to the assessments they are undertaking.

This could include:

- Candidates who have a permanent disability or specific learning needs
- Candidates who have a temporary disability, medical condition or learning needs
- Candidates who are indisposed at the time of the assessment

The provision for reasonable adjustments and special consideration arrangements is made to ensure that Candidates receive fair recognition of their achievement whilst maintaining the equity, validity and reliability of the assessment. In this way, these arrangements make valid provision for Candidates without making assessment easier for Candidates.

Candidates requiring access to fair assessment can gain these in the following ways:

- Through reasonable adjustments
- Through special considerations

### **Reasonable adjustments**

A reasonable adjustment is defined as an action that will reduce the effect of a disability or difficulty that places the Candidate at a substantial disadvantage during assessment.

Reasonable adjustments must not affect the integrity of the assessment, but may involve:

- Making changes for individuals to the standard assessment arrangements, for example allowing Candidates extra time to complete the assessment
- Adapting assessment materials, such as providing materials in Braille for those with visual impairments
- Providing access facilitators during assessment, such as a sign language interpreter or a reader
- Re-organising the assessment room, such as removing visual stimuli for an autistic Candidate

Reasonable adjustments are requested and approved before the assessment takes place. The use of a reasonable adjustment will not be taken into consideration during the assessment of a Candidate's work.

Every request for a reasonable adjustment will be considered on a case by case basis by Rockscool. What is reasonable in terms of an adjustment to the assessment will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment.

### **Special considerations**

Special considerations are different to reasonable adjustments as they apply to a disadvantage that occurs to the Candidate either just before or during the assessment. Reasons for special consideration could be:

- Temporary illness,
- Injury
- Adverse circumstances at the time of the assessment.

Candidates may apply for special consideration during or after an assessment but may not apply for special consideration in the case of a permanent disability or learning difficulty. Special considerations will be taken into account by the examiner or assessor at the time of the assessment and will be recorded and sent to Rockscool. Special considerations may result in a small post-assessment adjustment to the mark of the Candidate. The size of the adjustment will depend on the circumstances during the assessment and will reflect the difficulty faced by the Candidate.

### **3. Roles and responsibilities in reasonable adjustments and special considerations**

Every centre that is approved to run qualifications offered by Rockscool should be in a position to help Candidates access the reasonable adjustments and special considerations listed below.

#### **Services for Candidates who have a learning difficulty e.g. dyslexia and are undertaking written assessments**

Candidates who request a reasonable adjustment due to a learning difficulty such as dyslexia will need to supply Rockscool with the appropriate evidence from the appropriate sources. For the Graded Examinations, Candidates with certified dyslexia may be offered longer preparation times for the unprepared tests and/or tests in larger type or on coloured paper.

Other requests for reasonable adjustments for written or practical assessments could include:

- Use of a reader
- Use of a scribe
- Use of audio-cassettes
- Use of a speech synthesiser
- Use of word-processing or transcription packages/typewriters
- Use of coloured overlays

#### **Services for Candidates who have a hearing impairment**

Rockscool will make every effort to accommodate Candidates who are hearing impaired. However any reasonable adjustments requested will only be taken into account if they do not give the Candidate an unreasonable advantage over other Candidates. Requests could include:

- Use of a communicator/interpreter
- Use of mechanical/electronic aids
- Use of any other suitable aids (recommended by a teacher of the hearing impaired)

### **Services for Candidates who have a visual impairment**

Rockschool can make available certain options within its Graded Examinations syllabus on agreement with the examiner for Candidates with a visual impairment (for example, the Improvisation & Interpretation test). In the same circumstances, Level 3 Candidates will be allowed up to one hour of preparation times for the Quick Study Piece.

Other requests for reasonable adjustments for written assessments could include:

- Use of a reader
- Use of a scribe
- Use of mechanical/electronic aids (e.g. audiotape, speech synthesiser)
- Use of coloured overlays

### **Services for Candidates who have a permanent physical impairment**

Candidates with a permanent physical impairment which requires assistance in the examination room will be allowed assistance in exceptional circumstances. However, the aid must not be given by the Candidate's teacher.

Other requests for reasonable adjustments for written assessments could include:

- Use of a reader
- Use of a scribe and/or interpreter
- Use of mechanical/electronic aids

### **Services for Candidates who have a medical condition or temporary injury**

Candidates with a medical condition or temporary injury which requires assistance in the examination room will be allowed assistance in exceptional circumstances. However, the aid must not be given by the Candidate's teacher.

Other requests for reasonable adjustments for written assessments could include:

- Use of a reader and/or scribe and/or interpreter
- Use of mechanical/electronic aids
- Use of an assistant in practical tasks

### **Change in the organisation of the assessment room**

There may be instances where minor changes to the organisation of the assessment room can benefit Candidates – for example some Candidates with visual or hearing impairment or with physical difficulties.

- Visually impaired Candidates may benefit from sitting near a window so that they have good lighting
- Hearing impaired Candidates may benefit from being seated near the front of the room or may need visual/noise stimuli to be removed, such as a ticking clock, from the room

### **Service for Candidates who require extra time and/or rest breaks**

Except where performance within a specific timescale is an assessment objective Candidates and centres can be allowed additional time up to a maximum of 25% of external assessment time, and/or rest breaks, to Candidates with particular requirements and with appropriate evidence of need. For examinations conducted within centres, the centre is responsible for managing this and there is no need to inform the awarding organisation beforehand. However, examiners are reminded to note any reasonable adjustments in terms of time on the exam report form. If the Candidate requires more than 25% extra time the centre should complete the appropriate form and submit it to Rockscool's Official Representative in the Territory in advance of the assessment.

**Please note anyone involved in implementing Reasonable Adjustments; such as a reader, scribe or interpreter should be employed by the centre but not involved in the course delivery.**

### **3. Submitting applications for reasonable adjustment arrangements**

Candidates and centres should normally send requests for reasonable adjustments to Rockscool's Official Representative in the Territory before the assessment takes place.

For Candidates taking **Graded Music Exams**, requests for reasonable adjustments should be sent to Rockscool's Official Representative in the Territory along with the examination applications. Rockscool reserves the right to refuse an entry from a Candidate if the special needs involved would lead to a different type of examination being offered to that Candidate.

For Candidates taking other qualifications such as the **Music Practitioner, Creative Practitioner** and **Music Educator** qualifications, requests for reasonable adjustments will normally be made by the centre. Centres should submit their applications to Rockscool along with any supporting evidence (e.g. a medical certificate) at least 4 weeks before the assessment. Rockscool cannot guarantee to process applications less than 3 weeks before the assessment takes place. Centres and Candidates are required to fill in the *Reasonable Adjustments Application form* and send this to Rockscool along with an original copy of the relevant supporting information (e.g. a medical certificate).

Each request should include the following information:

- The nature of the Candidate's disability/learning need
- The special assessment arrangements requested
- Any supporting evidence or a copy of the evidence.

Please post, email or fax the completed form back to the relevant contact person for your qualification at Rockscool – details will be available on our website or via individual qualification specifications.

Rockscool in the UK will make a decision and inform Rockscool's Official Representative in the Territory within 72 hours of receipt. If it is likely to take longer than this to make a decision, we will inform the Official Representative and indicate a timescale for the decision to them which will be passed on to the Candidate.

### **Evidence requirements**

For Graded Music Exams, Candidates should provide Rockscool's Official Representative with evidence of their learning needs or medical condition directly at the time when the exam entry is made. Examples of evidence could be a relevant diagnostic report or statement of learning needs or medical condition from appropriately qualified professionals such as a doctor.

### **5. Applying for special considerations**

Each application for special considerations will be reviewed on a case by case basis to ensure that the decision made maintains the equity, validity and reliability of the assessment for the Candidate and does not give the Candidate an unfair advantage.

Details of any special considerations arrangements should be made, in the case of Graded Music Exams, on the examiner's report form, and in the case of centre-based examinations on the special considerations form and returned to us.

A Candidate may be eligible for special consideration if:

- Their performance in an external assessment is affected by circumstances beyond the control of the Candidate, e.g. recent personal illness, accident, bereavement, serious disturbance during the assessment
- The alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate
- Any part of an assessment has been missed due to circumstances beyond the control of the Candidate.

All enquiries regarding reasonable adjustments should be made in the first instance to Rockscool's Official Representative in Malaysia who will forward any requests for reasonable adjustments to Rockscool in the UK. All decisions regarding applications for reasonable adjustments will be made by Rockscool in the UK and communicated to the relevant exam candidate via Rockscool's Official Representative in Malaysia.

## 6. Contacting Rockscool

If you wish to contact Rockscool directly in the UK to discuss eligibility for reasonable adjustments or special considerations or would like to make any enquiries, please contact in the first instance the contact person responsible for the particular qualification – details are on the Rockscool website at [www.rockscool.co.uk](http://www.rockscool.co.uk). Alternatively prospective Candidates can contact Dan Phelps, International Manager, at [dan@rockscool.co.uk](mailto:dan@rockscool.co.uk)