



**CANDIDATES WITH  
PARTICULAR ASSESSMENT  
REQUIREMENTS**

**General Guidelines**

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**Guidelines for Special Consideration**

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**2006-2007**

# ESB: Candidates with Particular Assessment Requirements

## General Guidelines

- 1 ESB is committed to meeting the needs of all those with particular assessment requirements. Some general principles apply as outlined below.
- 2 If an Examinations Officer or ESB Centre Organiser is in any doubt about whether particular assessment requirements are applicable, the centre representative should contact the Board informally in advance of assessment, for individual needs are met on an individual basis.
- 3 Centres should choose an ESB programme that is appropriate to the learning and attainment abilities of their candidates. Overall, centres should determine whether candidates can cope with the learning demands of the programme and can demonstrate achievement at assessment. Candidates who have particular assessment requirements will meet the above criteria but may find that the standard arrangements for assessment of their attainment presents an unnecessary barrier, which can be removed without affecting the validity of the assessment.\*

Organisers should take account of:

- The need for candidates to receive appropriate information and advice about the scope, level and format of the course
  - The support available to students during the course and any specific support that might be required at assessment
  - Consideration of the candidate's normal way of working in relation to the demands and format for demonstrating and sharing oral communication skills at external assessment
  - The need to meet the requirements of the external assessment without compromising the integrity or credibility of the qualification
  - The requirement that candidates with PAR do not gain any unfair advantage over fellow candidates taking the same assessment
  - Provision for PAR may include e.g. providing information in an alternative form and/or specialist support / equipment
- 4 Centres should be aware that there may be occasions when the preferred assessment may not be appropriate or the candidate may be able to demonstrate only partial success in any one component
  - 5 The broad context of Candidates who may have Particular Assessment Requirements (PAR) includes:
    - a. **Those with permanent learning difficulties and/or disability**
    - b. **Those for whom English is an acquired language**
    - c. **Those with a temporary illness, disability or emotional distress meriting Special Consideration**

### a) **Permanent Learning Difficulties or disability: exemplar provision**

ESB provides a Certificate of Achievement qualification series at Pre-Entry and Entry level which is specifically designed to take account of learning difficulties. For this series, where special arrangements already apply, only specific requirements need to be notified in advance – e.g. multiple handicap or severe behavioural problems. Key provision for the Certificate of Achievement include:

- i. The assessor takes a conductive role to guide the candidate into success
- ii. Time is allowed before the assessment (usually about 15 minutes) for the assessor to meet the candidates informally to help establish a friendly and positive atmosphere
- iii. The time allowance is more generous than that for mainstream candidates at introductory levels, allowing for varying timing within each section according to the need for guidance and averaging 20 minutes per candidate overall
- iv. Breaks can be arranged to suit the felt need where powers of sitting, listening and concentration are limited
- v. The assessor's lead-in tactics and physical arrangements may take longer than is usual in ESB assessment
- vi. Auxiliary staff or specialists – e.g. a speech therapist – may give specialist support without supplanting the requirement that it is the individual candidate who must meet the criteria

**Dyslexia:** Normally additional time is allowed for a reading requirement – up to 50%.

The candidate may choose his or her own passage for reading aloud where the assessor would normally choose an extract from a longer prepared section. Coloured overlays may be used if this is normal practice for the candidate.

**Impaired Sight:** A candidate with limited vision may use enlarged text if required and will qualify for additional time, up to 50%. If a candidate without vision reads Braille, additional time – up to 50% - will be allowed for reading. The candidate may choose his or her own passage for prior practice in any syllabus where normally the assessor would choose a sight reading.

Where a candidate does not read Braille, a pre-recorded tape is acceptable, built up by the candidate from listening to other readers (preferably a variety) and developing his or her own interpretation.

Where extended reading would cause particular problems, the selected passage may be limited to 100-150 words if this is shorter than the length or time specified for a particular component.

**Impaired hearing:** Where a candidate has the capability to communicate orally, he or she is encouraged to follow a mainstream syllabus. Extra time for reading will be allowed, up to 50%. The assessor will allow extra time if required to aid understanding – e.g. repeating questions.

**b) English as an acquired language:** ESB provides specialist assessments for non-native speakers, including ESOL Skills for Life (S&L) for adults and English as an Acquired Language for candidates of school age. The latter provision broadly parallels the Junior and Senior mainstream series in levels and attainment.

Where a candidate chooses to take an ESB assessment for native speakers, he or she must meet the criteria but the assessor will be extra vigilant to speak slowly and clearly where required. There is no need to complete a form for special access arrangements in this context, but the visiting assessor should be advised in advance of the assessment where there are such non-native speakers in a group of mainly native speaking candidates.

**c) Candidates requiring Special Consideration:** This category applies to candidates affected by temporary disability, illness or indisposition (including severe emotional disturbance) at or near the time of assessment. They may require special access arrangements .

6 Notifying Particular Assessment Requirements:

The centre is asked to notify the Board as soon as possible of any candidates with particular assessment requirements.

Application may be made under **Special Access Arrangements** or **Special Consideration**.

See

**ESB GUIDELINES FOR SPECIAL ACCESS ARRANGEMENTS** and **FORM SAA**  
for candidates affected by long-term difficulties / disability

or

**ESB GUIDELINES FOR SPECIAL CONSIDERATION** and **FORM SC**  
for candidates affected by temporary disability, illness or indisposition at or near the time of assessment

7 Tutors are asked to alert the assessor to any specific problems when contacting him/her to discuss general arrangements in advance of assessment.

- In selecting, appointing and training ESB assessors, the Board is very aware of the importance of an understanding, sensitive and supportive approach to all learners, (and particularly where there are any special requirements) without compromising assessment standards.
- Where learners have particular requirements, tutors are encouraged to take an interactive role in interpreting needs, assisting with any specialist equipment that may be required and generally using their knowledge of the candidate to help ensure the optimum conditions for success.

\* ESB reserves the right to endorse the certificate and/or any component of the report where appropriate to clarify e.g. BSL

# ESB

## Guidelines for Special Access Arrangements

- 1 Candidates requesting special access arrangements:
  - will be eligible under the provision for particular assessment arrangements relating to long-term disability
  - will know in advance the type of special access arrangements that will be needed
- 2 Candidates will not be claiming special access arrangements:
  - if taking an assessment where special provision is already made for learning difficulties, such as our Oral Communication Skills (COA) assessment, unless there are additional problems such as severe behavioural problems
  - if taking an assessment designed for ESOL or EAL candidates unless there are problems associated with some form of learning difficulty or disability
  - if suffering from a temporary illness or disability which requires application under Special Consideration
- 3 Centres claim Special Access Arrangements for candidates on the understanding that such candidates
  - have no unfair advantage over other candidates
  - there is no misleading of users about the level and extent of attainment
  - there is no compromising of integrity or credibility of the qualification, either for the candidate concerned or for other candidates taking the assessment
  - there is a clear audit trail of the action taken, with supporting documentation where appropriate
- 4 Special Access Arrangements may take the form of physical adaptations or the use of specialist personnel and/or equipment. Examples of such provision may include e.g.
  - Extra reading time, large print, Braille, own choice of reading passage, signer
- 5 **Completing Form SAA**
  - A separate form SAA should be completed for each candidate requiring special access arrangements.
  - The Examinations Officer or ESB Organiser at the centre should be specific about the circumstances and the arrangements made to support the candidate.
  - The centre must submit the form to ESB at least 7 days in advance of the assessment.
- 6 Obtaining and returning form
  - Form SAA for candidates requiring Special Access Arrangements may be downloaded electronically from the ESB website, photocopied or requested beforehand as a hard copy.
  - Centres should be specific about the access arrangements required.
  - Completed form(s) should be returned with the evaluation form, by email, by fax or by mail, with copies of any supporting evidence / documentation.
  - Centres should retain a copy of each Form SAA and any original documentation for three months.

# ESB

## Special Access Arrangements

## FORM SAA

for candidates affected by long-term disability/difficulties (i.e. dyslexia) who require special access arrangements.

Please return form to ESB with Candidate Registration Form or at least 7 days before assessment.

### 1 The Centre

Centre Name		Centre Ref
Centre Address		
Centre Contact name	Position	Contact no.

### 2 The Candidate

Candidate name	Candidate number
ESB Qualification title	Level/Grade
Date of assessment	

### 3 Special Access Arrangements

a) Reason for requiring Special Access Arrangements, and provision available within Centre
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b) Evidence available to support request	Certificate/statement attached (copy) - Yes/No
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### 5 Declaration

I confirm that the information provided is accurate and I fully support the application.

Centre representative name (print)	Position
Signature	Date
Email address	

Please note: In making the declaration the centre is agreeing to retain a copy of the form and any original certification / documentation for three months.

### For ESB Office Use

Received by	Position	
	Date	
Any referral / further action agreed		
ESB Examiner notified before assessment:	Yes / No	Date

## Guidelines for Special Consideration

- 1 **Candidates who are eligible for Special Consideration will have**
  - been fully prepared for the assessment
  - covered the full course and be officially registered
  - demonstrated their ability to cope with the learning demands of the programme
  - been affected at or near the time of assessment by circumstances beyond their control
- 2 Examples of such circumstances include
  - temporary illness or accident/injury at the time of assessment: e.g severe asthma attack, severe migraine, broken limb
  - emotional distress caused by recent bereavement of close family member; severe domestic crisis at time of assessment
  - serious disturbance during the assessment – e.g. fire; excessive noise during assessment
- 3 Candidates may only claim Special Consideration under 1 and 2 on the understanding that:
  - they have no unfair advantage over other candidates
  - there is no misleading of users about the level and extent of attainment
  - there is no compromising of integrity or credibility of the qualification, either for the candidate concerned or for other candidates taking the assessment
  - there is a clear audit trail of the action taken, with supporting documentation where appropriate

Occasions when a candidate should take the assessment but should not apply for Special Consideration include:

- minor illness or minor disturbance

Occasions when a candidate should not be entered for the assessment include:

- the candidate is not in a fit state to take the assessment
- the candidate cannot meet the minimum requirements for assessment.

- 4 If the need for Special Consideration arises before the assessment, the Examinations Officer or the Organiser should apply the criteria and notify the Board in advance. The opportunity should always be taken to discuss any request for Special Consideration with the appointed ESB examiner during the Organiser's pre-assessment call. Any need for Special Consideration arising before or during the assessment must be supported by ESB's visiting assessor who will confirm the action to be taken with the Organiser or tutor in the best interests of the candidate.
- 5 **Completing Form SC**
  - A separate form SC should be completed for each candidate requiring Special Consideration
  - The Organiser/ tutor (and/or assessor if the problem arises during assessment) should be specific about the circumstances and the arrangements made to support the candidate
  - Such arrangements may include: e.g. extra time / leaving the assessment before the full session is completed but allowing for the candidate to have the opportunity to contribute as a member of the audience first
  - The centre should name a minimum of three candidates of comparable standard to the candidate requesting Special Consideration but who are not themselves requesting Special Consideration. (This item may be completed by the Organiser and/or Examiner.)
- 6 Obtaining and returning form
  - Form SC for candidates requiring Special Consideration may be downloaded electronically from the awarding body, photocopied or requested beforehand as a hard copy.
  - Completed form(s) may be returned with the evaluation form, by email, by fax or by mail, with copies of any original supporting evidence / certification.
  - Form(s) should be returned to the awarding body either immediately after the assessment or within 7 days if additional time is needed to access additional supporting evidence – e.g. documentary evidence. Centres should retain a copy of each form and any original documentation for three months.

# ESB

## Special Consideration

FORM SC

for candidates affected by temporary disability, illness or indisposition at or near the time of assessment

### 1 The Centre

Centre Name		Centre Ref
Centre Address		
Centre Contact name	Position	Contact no.

### 2 The Candidate

Candidate name	Candidate number
ESB Qualification title	Level/Grade
Date of assessment	

### 3 Reasons for requesting Special Consideration

a) Summary of circumstances affecting candidate's performance, and action taken

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b) Summary of any supporting documentation	Certificate/statement attached (copy) - Yes/No

### 4 Candidates of comparable standard who completed assessment without special consideration

Candidate name	Candidate number
Candidate name	Candidate number
Candidate name	Candidate number

### 5 Declaration

I confirm that the information provided is accurate and I fully support the application

Centre representative name (print)	Position
Signature	Date
ESB Examiner name (print)	
Signature	Date
Any further action agreed. (This may include transfer to a later assessment session if appropriate.)	
Signature	

To Centre: Please return Form SC and copies of any supporting documentation to AB with candidate assessments. Retain copy of form and original medical/other documentation for own records / monitoring for three months.