

		Ref No.	9 - 04
		Version No.	5
		Date Issued	10 June 2010
Title	ASSISTANCE IN CONTROLLED ASSESSMENTS		
Responsibility	Academic Quality Programme Manager		

1. PURPOSE

To ensure that students who have a disability or some other recognised condition which requires assistance during controlled assessments, be given such assistance in a fair, equitable and consistent manner that does not compromise or invalidate the assessment result.

2. APPLICATION

This policy applies to controlled assessments administered by Telford and/or those delivered in through contracted delivery.

It does not apply to situations where the arrangements or assistance provided would compromise or invalidate the assessment of stated learning outcomes (eg. the provision of a reader/writer in an assessment where the ability to read or write is the skill being assessed);

3. DEFINITIONS

Controlled Assessment

A controlled assessment is any assessment that is overseen by a supervisor within a controlled environment, eg. tests and examinations.

4. STATUTORY OBLIGATIONS

This Policy and Procedure complies with the provisions of the Education Act 1989 and its Amendments, and the Human Rights Act 1993.

5. POLICY

5.1 Telford will ensure the following types of assistance are available:

- Extra time, with a recommendation of an extra ten minutes per exam hour, to a maximum of 30 minutes for any one exam.
- Assistance by a reader ie. a person who reads text to the student.
- Assistance by a writer ie. a person who writes down dictated answers from the student.
- Assistance by a reader/writer ie. a person who both reads the assessment text and writes down the student's dictated answers.
- A separate room.
- Supervised breaks or rests.

- Use of mechanical or technological aids eg. CCTV to magnify print, computer with or without voice recognition. Use must not be made of spell checks, thesauruses or electronic devices, whether part of word-processing software or otherwise, unless specified.
 - An extra ten minutes (minimum) per hour will be automatically applied in the case of any reader, writer.
- 5.2 Tutors will ensure that eligible students receive appropriate assistance in controlled assessment including on-line assessments.
- 5.3 Students who are provided with assistance during exams/tests will be accommodated in a manner that does not disadvantage other students undertaking the same exam/test.
- 5.4 A Reader/Writer provided during an exam/test must not be an associate, friend, partner or member of the student's family.
- 5.5 PCs will notify the Academic Director where Literacy/Numeracy support has been provided and the Academic Director will keep a register of such support.
- 5.6 Information on provisions for assistance in controlled assessments will be printed each year in the Telford Student Handbook.

6. PROCEDURE

- 6.1 Students who are potentially in need of assistance with assessments will be identified by a tutor and literacy support person.
- 6.2 Any student seeking assistance with controlled assistance should contact their tutor.
- 6.3 The tutor will evaluate the level of assistance required, taking into account if and where applicable and available:
- Any previous assessments;
 - Medical report or certificate;
 - Literacy Support Report.
- 6.4 Tutors will make all arrangements for assistance including supervision, rooming, provisions for assistance, equipment/resources, additional personnel, and delivery and return of assessment/exam script(s).
- 6.5 Tutors will communicate provisions for assessment assistance to the Programme Coordinator who will prepare an annual report for the Academic Director.
- 6.6 The literacy support person will prepare an annual Student Support Report for the Academic Director.

7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Student Support Report	Literacy/Numeracy Tutor	Academic Operations Manager's Office	Term of enrolment

8. ASSOCIATED DOCUMENTS

Reference	Document Title
A9 – 04A	Application for assistance

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
1	New Document	External Consultant	April 2004
2	Triennial Review	QMS Team	Sept 2006
3	Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Clauses 2.3, 2.6, 5.2, 5.4-6 deleted from version 2. Clauses 6.1-2, 6.6 included in version 3. Clauses 5.1, 5.2, 5.5., 6.6 have had minor editing and clause 6.7 deleted. Clause 8 added. Position titles updated, minor editing and re-formatting.	QMS Policy Review Committee	1 March 2008
4	Triennial Review – Academic Board Changes	QMS Policy Review Committee	17 September 2009
5	Minor changes to improve clarity.	QMS Policy Review Committee	10 June 2010