

# Workshop

**In your groups discuss the following scenarios and agree a collective response. Appoint a chairperson as a scribe and someone to feedback to the meeting.**

1. A prospective candidate has asked to complete a qualification, however they speak little or no English, using the documents provided what action/s would you take?

*All regulated qualifications must be assessed in English only.*

*Ofqual General Conditions of Recognition November 2014 – Page 53. This includes SVQ's although covered by a separate document.*

*Street Works Scheme Document – Pages 13 & 15*

*The only exception to this is for Non Regulated qualifications on the SCQF, when candidates can be allowed to use a bilingual dictionary, however due to the H&S Nature of Construction it is not permissible to accept this for any Construction Qualification.*

2. One of your candidates cannot read or write and is undertaking a qualification, using the documents provided what action/s would you take?

## ***Guide to Reasonable Adjustments in Ofqual Accredited Units and Qualifications – Pages 3 & 5.***

*Learners should be involved when any adjustment decisions are made. Reasonable adjustments must reflect the normal working practice of an individual working within the vocational or occupational area of the unit or qualification. There is no duty on SQA to make any adjustment to the competences being tested in an assessment. For example, it may not be possible to make reasonable adjustments where:*

- *an assessment requires the demonstration of a practical competence*
- *the assessment criteria have to be fully met*
- *units or qualifications confer a licence to practise*

*The following adaptations may be considered in order to facilitate access, as long as they do not impact on the competence standards being tested: • adaptation of the physical environment for access purposes*

- *adaptation to equipment*
- *changing usual assessment arrangements*
- *adapting assessment materials*
- *providing assistance during assessment*
- *changing or adapting the assessment method*

- *using assistive technology*
- *extra time, e.g. assignment extensions*
- *use of a different assessment location*
- *use of coloured overlays, low vision aids, CCTV*
- *use of assistive software* *Guide to Reasonable Adjustments in Ofqual Accredited Units and Qualifications 4*
- *assessment material in an enlarged format or Braille*
- *reader*
- *scribe*
- *practical assistant*
- *prompter*
- *transcript*
- *assessment material on coloured paper or in audio format*
- *language modified assessment material*
- *British Sign Language (BSL)*
- *Use of ICT/responses using electronic devices* *Not all of the above adjustments will be reasonable, permissible or practical in particular situations. Learners may not need, nor be allowed the same adjustment for all assessments.*

*Centres only need to contact SQA to request a reasonable adjustment in an internal assessment if the arrangement changes the published assessment requirements in any significant way. For example, centres should contact SQA to request the use of a scribe in a Unit assessment which directly assesses written communication.*

3. Your centre cannot Evidence from a realistic working environment for a specific Unit or Assessment Criteria. Using the documents provided how would you:

a. overcome this issue

Clearly Identify gaps in evidence

Possibly arrange on-site assessment

Agree other additional evidence from the workplace and how this will be demonstrated

b. ensure that you had sufficient evidence to assess the candidate

as above