Access to Fair Assessment Statement

1. Circle of life Rediscovery CIC is committed to providing ongoing support to candidates in all countries with requirements and we aspire to eliminate discrimination.

    a. On this basis, we ensure accessible services and make appropriate adjustments, where required, to facilitate candidates in completing the course/programme as independently as possible.
    b. We are committed to contributing to this practice and the overall aims are to assist candidates in managing their individual situation and create a more accessible learning and assessment environment for all.
    c. For this to be achieved, we aim to determine candidates' particular requirements and requests for the provision of access arrangements at an early stage.
    d. In making sure our access to fair assessment statement is implemented effectively and all candidates are treated fairly, we aim to:

- ensure the access to fair assessment statement and practice are understood and complied with by any personnel involved in assessment and also by candidates
- promote equality in relation to the provision of the learning programme and assessment of the qualification
- adhere to related procedures and regulations regarding reasonable adjustments to assessment and special consideration
- ensure buildings and assessment sites used for delivery and assessment are accessible to all candidates, as far as is practicable
- request permission for the implementation of specific adjustments from the awarding body where required
- ensure appropriate equipment/personnel (technological equipment or any assistant personnel, i.e. reader, scribe, practical assistant, etc) is available for selected adjustments to delivery and/or assessment
- use assistive equipment and personnel within the reasonable adjustment's framework, without disadvantaging others who are not affected by particular requirements.

It is ultimately the responsibility of each Centre Manager, Marina Robb, to ensure that this statement and related procedures are published and accessible to all personnel, candidates and any relevant third parties.

Candidates have the right to raise any issues related to the implementation of access arrangements or make a formal complaint.

Procedure for Access Arrangements

Stage 1:

Circle of Life Rediscovery CIC will evaluate and identify the need for the implementation of access arrangements due to a candidate's particular requirements where a candidate reports the request to the tutor/assessor or where it is identified via other acceptable means. At this stage, the candidate must provide all necessary evidence (medical evidence/certification, diagnostic test results, a statement from the invigilator/tutor/assessor or any other appropriate information) to demonstrate the condition or reason(s) affecting his/her performance.

Stage 2:
The tutor/assessor communicates the request to the ITC. The ITC collates all evidence required and helps the tutor/assessor to make the application for reasonable adjustments/special consideration.

Stage 3:
If access arrangements as requested by the candidate are not appropriate and the application is rejected, other alternatives will be suggested, where required. If the application for access arrangements is accepted, the decision is communicated to all personnel involved in the delivery and/or assessment and arrangements are made as soon as practicable to assist the candidate.

Stage 4:
Monitoring of the eligibility of decisions made, outcomes of the applications and effectiveness of the procedure will be conducted.

All records relating to the application, relevant evidence and monitoring forms are securely retained for five years.

This policy will be reviewed in January 2028.