

# SPECIAL CONSIDERATIONS POLICY

## EPAO STANDARDS

**END-POINT  
ASSESSMENT  
ORGANISATION**

**Institution of  
MECHANICAL  
ENGINEERS**

### Document Version Control

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# 1 Terms & Definitions

Title	Definition
IMechE	Institution of Mechanical Engineers
EPAO	End Point Assessment Organisation
EPA	End Point Assessment
ESFA	Education & Skills Funding Agency
Ofqual	The Office of Qualifications & Examinations Regulation
SRO	Senior Responsible Officer
IfATE	Institute for Apprentices & Technical Education
PDC	Professional Development Consultant
Centre	Where an organisation takes part in the delivery of an end point assessment. Activities related to delivery include: <ul style="list-style-type: none"><li>- taking delivery of written question papers in advance of the assessment</li><li>- handing out written question papers to Learners</li><li>- setting up online assessments</li><li>- delivering instructions to Learners before the assessment commences</li><li>- invigilating assessments</li><li>- collecting assessment paper and sending then to IMechE</li></ul>
Third Party	An organisation that IMechE have arranged to undertake, on their behalf, any part of the development, delivery or award of qualifications. It does not include organisations involved in the delivery of assessment, as they are centres.

## 2 Definition

Special considerations are adjustments which may be applied after an end-point assessment where the apprentice has encountered exceptional circumstances, beyond their control, that may have disadvantaged them during their assessment. These may or may not relate to disability.

An apprentice may be eligible for special consideration if performance in an assessment is affected, or part of an assessment is missed, due to circumstances beyond the control of the apprentice. For example:

- temporary illness or accident/injury at the time of the assessment
- bereavement at the time of the assessment
- domestic crisis arising at the time of the assessment
- serious disturbance during the assessment such as an issue with their technology or a fire alarm

- public transport failure meaning that the apprentice is late or unable to attend

If the circumstances beyond the apprentice's control are the result of the staffing or equipment associated with IMechE, such as equipment failure on the day of, or during, an observation, or assessor's illness preventing attendance, a request for special consideration is not required, and the assessment will be re-arranged. In such circumstances the apprentice has the right to complain under IMechE Complaints and Appeals policy. IMechE will also consider any potential or actual adverse effects and investigate and report to the regulator accordingly.

## 2.1 Exclusions

Requests for special consideration will not be permissible under the following circumstances:

- if the assessment is missed due to pre-planned arrangements such as holiday, and hospital appointments;
- if the apprentice does not provide supporting evidence, such as a medical certificate, where consideration is requested for a medical condition;
- if the request is based on a minor illness or a minor disturbance during the assessment, such as a mobile phone ringing;
- if the request is solely on the grounds of disability or learning difficulty. In these circumstances, the request must have been made and agreed in advance of the assessment through the IMechE Reasonable Adjustment Policy and application;
- public transport failure meaning that the apprentice is late or unable to attend, this will be treated as a cancellation and our cancellation policy followed.

If the assessment requires a competence, criterion or standard to be fully met, or in the case of standard(s) that confer a Licence to Practise, it may not be possible to apply special considerations. It may be more appropriate to offer the apprentice an opportunity to retake the assessment at a later date, or to extend an assessment period so that the apprentice has more time to complete the assessment activity.

## 3 Applying for Special Considerations

Apprentices must apply to IMechE for special consideration as soon as possible after the assessment but no later than 5 working days after the assessment, using the template in **appendix A**. This request must be supported by their employer, and contain the relevant evidence relating to their application. Applications for special considerations must be submitted to the EPA Manager [kerry.ellis@imeche.org](mailto:kerry.ellis@imeche.org) This same contact can be used for any questions or queries. Requests will be acknowledged within 3 working days

The request will be considered by the EPA Manager, with a written decision about whether to accept or reject the application **within 5 days**.

- Should there be any conflicts of interest with the EPA Manager considering the application, an alternative member of the executive team will be allocated

If an application is rejected, the apprentice has the right to appeal through the IMechE Appeals Policy.

If the application is accepted by IMechE, the work produced by the apprentice will be marked to the same standard as the work of other assessed apprentices. The special consideration will depend on the circumstances and may include, for example:

- Re-scheduling of the assessment
  - the rescheduling of the assessment in such circumstances is not considered a re-sit or re-take.
  - re-assessment will be carried out no later than 4 weeks after the application for special consideration, depending on the apprentice's circumstances.
- Re-marking of the assessment to take account of the reduced time an apprentice had to complete the assessment.
  - It should be noted that a successful application of Special Consideration will not necessarily change a learner / apprentice's results.

## 4 Appeals

If an apprentice, their employer or training provider are dissatisfied with a decision made by IMechE in relation to a request for special consideration, they should contact IMechE, as it may be able to be resolved informally. If the matter cannot be resolved informally then a formal appeal should be made to the EPA Manager [kerry.ellis@imeche.org](mailto:kerry.ellis@imeche.org).

Should the appeal be in relation to the occupational assessment then the centre appeals policy should be followed, a copy of the policy is available on request.

## 5 Monitoring

IMechE will monitor all requests for reasonable adjustments and special considerations as part of its commitment to evaluation and continuous improvement.

We recognise that where requests for special consideration occurs repeatedly, it may indicate risks with the assessment delivery and potential adverse effects on apprentices. All instances where there has been, or is a risk of causing an adverse effect, will be investigated by IMechE and reported to the regulator Ofqual.

## 6 Document Retention

IMechE will keep on record all reasonable adjustment and special consideration applications and evidence for a period of 6 years after the assessment in line with the document retention period specified within the conditions for acceptance for end-point assessment organisations.

Information about an apprentice's disability is deemed 'sensitive personal data' and therefore IMechE, the employer and / or the training provider, if appropriate, are required by law (under the Data Protection Act) to process the information 'fairly and lawfully'.

IMechE will keep in confidence all correspondence and documentation received in accordance with the Data Protection Act, and in line with our data policy.

An apprentice can request that information be destroyed once an assessment has been passed, if preferred.

## Appendix A – Special Considerations Application

Name of the apprentice:			
Unique Learner Number (ULN) of apprentice:			
Name of the Employer:			
Name of the Training Provider:			
Contact Details			
Title and Level of the Apprenticeship:			
End-point Assessment Component (eg, VIVA)	Date of Assessment	Reason for special consideration request	Supporting evidence
Was the end-point assessor / invigilator notified at the time of the assessment?	Yes (please detail who was notified)		No (please detail why they were not notified)
<b>Declaration</b>			
Signature of apprentice			
Name, Job Role and Signature of employer representative			
Name and Signature of training provider representative			
Date			

<b>IMechE Decision</b>	
End-point Assessment Component (eg, observation)	
Name of IMechE Investigator	
Confirmation that the investigator has no conflict of interest	
Details of Investigation (actions, those involved)	
Investigation outcome reported to	
IMechE Decision	
Date reported to applicant	