



# ASSOCIATION OF HEALTH PROFESSIONS IN OPHTHALMOLOGY

## Special Consideration Policy

### Introduction

The Association of Health Professions in Ophthalmology (AHPO) is a professional organisation that promotes the practice, education, training and research in the field of ophthalmology and vision science throughout the United Kingdom, by promoting high standards of care and treatment of patients with disease or disability affecting the eyes or vision, advancing public education in ophthalmology and vision science, and representing the needs and interests of ophthalmology and vision science in the provision and advancement of health care.

### Purpose

This policy provides clear arrangements for making special consideration in relation to AHPO qualifications. This policy sets out:-

- How a Learner qualifies for a special consideration
- What special consideration will be given

This policy aims to ensure that special consideration is given to a Learner by the Association of Health Professions in Ophthalmology (AHPO), who have temporarily experienced:-

- An illness or injury, or
- Some other event outside of the Learners control

which has had, or is reasonably likely to have had, a material effect on that Learner's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

### Scope

- This policy covers the whole of AHPO and relates to all its qualifications
- This policy applies to all stakeholders and includes: the Trustees of AHPO, AHPO administrative staff, members of AHPO Council, members of the AHPO Examinations and Education Committees, AHPO examiners and external examiners, assessors, tutors, and workplace mentors.

### Definition of Special Consideration

The term special consideration is a temporary experience that prevents the Learners from taking an assessment or makes them unable to demonstrate his or her level of attainment in an assessment.

### How a Learner qualifies for a Special Consideration

Learners in the first instance must advise AHPO as soon as possible if special consideration is required in the assessment of an AHPO qualification. AHPO is required to find alternative arrangements for the assessment, depending on the individual circumstances of the case, including how practical it is, and the financial or other resources of AHPO.

## **What Special Consideration will be made**

In practice, this means AHPO should find an alternative assessment arrangement if the planned assessment cannot be attended by the Learner or if in attending the planned assessment the learner would be unable to demonstrate his or her level of attainment in the assessment. Special considerations could include

- Finding an alternative date, time of the assessment
- Adapting the programme, modifying teaching delivery or providing alternative forms of assessment
- Adapting facilities, such as IT facilities
- Providing additional services, such as a sign language interpreter or learning materials in alternative formats
- Training staff to understand their responsibilities
- Altering the physical environment to make it more accessible.

## **Additional Information**

The work produced must be assessed / examined in the same way as the work from other learners. The key to a reasonable adjustment is that it must never influence the outcome of assessment or examination or give any learner an unfair advantage

## **Monitoring and Review**

The effectiveness of this policy will be reviewed three yearly or as necessary.

## **The special consideration is reported to AHPO**

In rare cases where someone suspects malpractice or maladministration with regards to a reasonable adjustment, it should be reported as outlined in the AHPO Malpractice and Maladministration Policy and Procedure.

## **Complaints**

Anyone wishing to contest the special considerations policy should refer to the AHPO Complaints Procedure and AHPO Appeals Policy

## **Ofqual Reference**

Ofqual asks that all awarding bodies comply with its regulations and this policy relates to the general conditions for recognition:

*Condition G6 Arrangements for Reasonable Adjustments*

*Condition G7 Arrangements for Special Consideration*