

# IRRV Candidates With Particular Requirements

## Policy

Candidates from effectively demonstrating their attainment; and to ensuring that arrangements for candidates with particular assessment requirements do not give, or appear to give, them an unfair advantage. Special arrangements are generally not appropriate where the candidate's particular difficulty directly affects performance in the actual attributes that are the focus of assessment.

IRRV is committed to making special arrangements according to the needs of the individual candidate, reflecting the candidate's usual method of working, the assessment requirements as set out in the specification and any guidelines set down by the regulatory authorities.

IRRV is committed to ensuring that in making special arrangements the validity, reliability and integrity of the assessment are preserved and certificates accurately reflect candidate attainment.

In accordance with its Equal Opportunities Policy, IRRV will take account of current legislation in the area of access to fair assessment and equal opportunities.

IRRV will ensure that its External Quality Assurance Officers and other staff concerned with its awarding organisation activities receive training on relevant sections of current legislation.

## Procedure

Applications for special arrangements should be made by assessment centres to the IRRV at the earliest possible opportunity and should be in writing. Centres should keep a record of all applications made. The IRRV Qualifications Management Board will decide on the acceptability of each application and convey its decision to the centre within three weeks of receipt. Pertinent changes in circumstances affecting candidates with special arrangements should be reported to IRRV at the earliest opportunity.

## Monitoring and Reporting

Information in regard to the ethnic origin, sex and disability of candidates is entered on the IRRV administrative control database from the candidate registration form and summarized for publication in the Annual Awarding Body Report.

A register is kept of the details of all candidates allowed special arrangements and centres are asked to report on the progress of their special arrangements candidates during November of each year so that a comparative analysis may be made for publication in the Annual Awarding Organisation Report. Centres should report on any extraordinary circumstances affecting special arrangements as they occur.