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Quality Assurance and Enhancement

End Point Assessment Reasonable Adjustments

2024-25

# Background

The following guidance is derived from the End Point Assessment Reasonable Adjustments Guidance developed by the Institute for Apprenticeships and Technical Education, available at: <https://www.instituteforapprenticeships.org/quality/end-point-assessment-reasonable-adjustments-guidance/> (last updated: 21 June 2023).

# Responsibilities of UEL as EPAO

As the End Point Assessment Organisation (EPAO), the University of East London (UEL) holds the following responsibilities:

1. To review the request for reasonable adjustments to end point assessment (EPA) in line with the University’s agreed reasonable adjustment arrangements.
2. To confirm the decision (outcome) of requests for reasonable adjustments to EPA as soon as possible.
3. To, where appropriate, consolidate the agreed reasonable adjustments the employer has previously put in place for the apprentice in the workplace. It is at UEL’s discretion as to whether to involve the apprentice and/or employer in these discussions.
4. To, where appropriate, consolidate the reasonable adjustments that have been put in place throughout the apprenticeship during off-the-job training which occurred at UEL. It is at UEL’s discretion as to whether to involve the apprentice and/or employer in these discussions.
5. To implement agreed reasonable adjustments needed for the apprentice to successfully undertake and achieve their EPA at the highest possible grade, mirroring adjustments identified in the workplace and at UEL throughout the apprenticeship.
6. To maintain records of any applications made for reasonable adjustments to EPA.
7. To maintain records of the outcomes of applications for reasonable adjustments to EPA.
8. To support any decision to authorise (or not authorise) reasonable adjustments to EPA with sufficient evidence.

# Reasonable adjustments matrix

| **Additional support or learning need** | **End Point Assessment component method** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Workplace observations** | **Practical skills test** | **Tests/exams** | **Projects**  **(dissertations, reports, portfolios, etc.)** | **Presentations** | **Professional discussions** |
| **The apprentice has a cognitive processing need.**  This includes dyslexia, dyspraxia, a need in executive function, visual processing speed, visual perception, literacy, numeracy, verbal reasoning, verbal memory, nonverbal memory, etc. | * Extra time allowance * Personal support worker in attendance * Timed rest breaks * Voice explanation | * Extra time allowance * Personal support worker in attendance * Timed rest breaks * Voice explanation | * Extra time allowance * Scribe * Reader * Personal support worker in attendance * Timed rest breaks * Assistive technology (voice recognition) * Assistive technology (text-to-speech) * Info presented in required format (size, font style, colour) * Paper-based option | * Extra time allowance * Personal support worker in attendance * Timed rest breaks * Pre-recorded evidence (delivered by video) * Permission to bring notes | * Extra time allowance * Personal support worker in attendance * Timed rest breaks * Pre-recorded evidence (delivered by video) * Written questions to back up verbal questions * Rewording of questions (clarification if needed) * Time allowance for processing verbal questions * Information presented in small chunks | * Extra time allowance * Personal support worker in attendance * Timed rest breaks * Permission to write notes * Permission to bring notes * Written questions to back up verbal questions * Rewording of questions (clarification if needed) * Time allowance for processing verbal questions * Information presented in small chunks |
| **The apprentice has a social and/or communication need.**  This includes an autistic spectrum condition, etc. | * Extra time allowance | * Extra time allowance | * Extra time allowance * Flexibility with the method of assessment * Individual testing * Supervised assessment taken at home | * Extra time allowance * Flexibility with location * Flexibility with the method of assessment * Pre-recorded evidence (delivered by video) | * Extra time allowance * Flexibility with location * Flexibility with the method of assessment * Pre-recorded evidence (delivered by video) * Rewording of questions (clarification if needed) | * Extra time allowance * Flexibility with location * Flexibility with the method of assessment * Rewording of questions (clarification if needed) |
| **The apprentice has a long-standing illness.**  This includes cancer, epilepsy, Crohn’s, IBS, chronic fatigue, etc. | * Extra time allowance * Timed rest breaks * Bathroom breaks * Flexibility of time of assessment | * Extra time allowance * Timed rest breaks * Bathroom breaks * Flexibility of time of assessment | * Extra time allowance * Timed rest breaks * Bathroom breaks * Assistive technology (voice recognition) * Assistive technology (text-to-speech) * Flexibility of time of assessment * Flexibility with the method of assessment * Individual testing * Paper-based option * Supervised assessment taken at home | * Extra time allowance * Timed rest breaks * Bathroom breaks * Flexibility with location * Flexibility of time of assessment * Flexibility with the method of assessment * Pre-recorded evidence (delivered by video) * Permission to bring notes | * Extra time allowance * Timed rest breaks * Bathroom breaks * Flexibility with location * Flexibility of time of assessment * Flexibility with the method of assessment * Pre-recorded evidence (delivered by video) * Written questions to back up verbal questions * Time allowance for processing verbal questions * Information presented in small chunks | * Timed rest breaks * Bathroom breaks * Flexibility with location * Flexibility of time of assessment * Flexibility with the method of assessment * Permission to write notes * Permission to bring notes * Written questions to back up verbal questions * Time allowance for processing verbal questions * Information presented in small chunks |
| **The apprentice has a mental health condition.** | * Extra time allowance * Personal support worker in attendance * Timed rest breaks | * Extra time allowance * Personal support worker in attendance * Timed rest breaks | * Extra time allowance * Personal support worker in attendance * Timed rest breaks * Flexibility with the method of assessment * Individual testing * Supervised assessment taken at home | * Extra time allowance * Personal support worker in attendance * Timed rest breaks * Flexibility with location * Flexibility with the method of assessment * Pre-recorded evidence (delivered by video) * Permission to bring notes | * Extra time allowance * Personal support worker in attendance * Timed rest breaks * Flexibility with location * Flexibility with the method of assessment * Pre-recorded evidence (delivered by video) * Written questions to back up verbal questions * Time allowance for processing verbal questions | * Extra time allowance * Personal support worker in attendance * Timed rest breaks * Flexibility with location * Flexibility with the method of assessment * Permission to write notes * Permission to bring notes * Written questions to back up verbal questions * Time allowance for processing verbal questions |
| **The apprentice has a physical need.**  This includes using crutches, using a wheelchair, arthritis, paraplegia, quadriplegia, cerebral palsy, etc. | * Extra time allowance * Personal support worker in attendance * Timed rest breaks * Bathroom breaks | * Extra time allowance * Personal support worker in attendance * Timed rest breaks * Bathroom breaks * Flexibility with the method of assessment Flexibility with the method of assessment | * Extra time allowance * Scribe * Timed rest breaks * Bathroom breaks * Assistive technology (voice recognition) * Flexibility with the method of assessment * Supervised assessment taken at home | * Bathroom breaks * Flexibility with location * Flexibility with the method of assessment | * Personal support worker in attendance * Timed rest breaks * Bathroom breaks * Flexibility with location * Flexibility with the method of assessment * Written questions to back up verbal questions | * Extra time allowance * Timed rest breaks * Bathroom breaks * Flexibility with location * Flexibility with the method of assessment * Written questions to back up verbal questions |
| **The apprentice has a hearing need.** | * Extra time allowance * Timed rest breaks * BSL interpreted and extra time | * Extra time allowance * Timed rest breaks * BSL interpreted and extra time | * Extra time allowance * Timed rest breaks * BSL interpreted and extra time | * Timed rest breaks * BSL interpreted and extra time | * Extra time allowance * Timed rest breaks * BSL interpreted and extra time * Rewording of questions (clarification if needed) * Time allowance for processing verbal questions * Information presented in small chunks | * Extra time allowance * Timed rest breaks * BSL interpreted and extra time * Rewording of questions (clarification if needed) * Time allowance for processing verbal questions * Information presented in small chunks |
| **The apprentice has a visual need.** | * Extra time allowance * Personal support worker in attendance * Timed rest breaks * Voice explanation | * Extra time allowance * Personal support worker in attendance * Timed rest breaks * Voice explanation | * Extra time allowance * Scribe * Reader * Personal support worker in attendance * Timed rest breaks * Assistive technology (screen reader) * Info presented in required format (size, font style, colour) | * Personal support worker in attendance * Timed rest breaks | * Personal support worker in attendance * Timed rest breaks | * Personal support worker in attendance * Timed rest breaks |