



## Iconis Learning Special Considerations Policy

### Scope

Iconis Learning is an inclusive training provider and aims to make every effort to support Learners during training programmes and through assessments.

This policy provides definition and examples of Special Considerations which may occur for a learner during an assessment period. The process for gaining Iconis Learning approval for a Special Consideration is described

### Definition

A Special Consideration is a pre-assessment adjustment reflecting an unforeseen circumstance which could affect a learner's performance during or near the time of an assessment. The adjustment is defined as an extension to submission time for an assignment.

Examples of unforeseen circumstances include: recent personal illness; accident or bereavement.

Special considerations are made but cannot give the learner an unfair advantage and must not mislead regarding a learner's achievements. The learner's results must reflect their actual achievement in assessments; not their potential ability.

### Process

Applications for special consideration should be made to the Quality Manager [jo@IconisLearning.com](mailto:jo@IconisLearning.com) in writing with any evidence to support the application.

A decision to award special consideration will be based on various factors, including the severity of the circumstances and the nature of the assessment. The Quality Manager will respond to a request within 5 days and inform ILM.