



Mental Health & Wellbeing Academy (MHWA) Special Consideration Policy

Introduction

This policy outlines how the MHWA gives special consideration to a Learner who has temporarily experienced:

- A sudden illness or injury during the assessment; or
- An 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 fully demonstrate his or her level of attainment in an assessment

Definition of Special Consideration

The term "special consideration" is a temporary experience that prevents the Learner from being able to demonstrate his or her full capability in an assessment. For example, this could be disruption or adverse conditions during the assessment or a very recent event such as bereavement.

Special Consideration is only required if the Learner's ability is impaired at the time of the assessment. Therefore, it cannot be planned for. For example, if the Learner cannot attend the assessment due to being on holiday, this is not a Special Consideration.

Applying for Special Consideration

Learners in the first instance must advise their tutor as soon as possible after the assessment if they consider that their performance was affected by an unforeseen event.

What Special Consideration will be made for Learners

In most situations, the flexibility of MHWA's assessment methods should allow for any eventuality. If an assessment is disrupted or the Learner feels their ability was impaired, MHWA has two options:

- Agreeing an extension to assessment submission or course completion dates
- Adapting or providing alternative forms of assessment in the case of a short-term injury.

MHWA will not adjust the marking of its qualifications as all assessment criteria must be met and there is no grading of qualifications. Only if none

Approved by	Date	Next review due
Dr Matt Parkyn - Director/Head of Centre	12 March 2025	12 March 2026



of these alternatives are possible, will MHWA apply Special Consideration arrangements.

MHWA expect these arrangements to be made only in the most extreme situations such as serious or terminal illness where it is unlikely that the Learner would be able to fully complete the qualification.

The MHWA tutor will review the information provided by the Learner (or the Learner's representative) and will make a judgement upon whether Special Consideration will be applied. MHWA will gather evidence from the Learner to support their claim for Special Consideration.

Where MHWA judges that Special Consideration is warranted, a report will be completed by the tutor and sent, along with the assessment evidence affected, to the Head of Centre.

The Head of Centre will decide within 20 working days whether Special Consideration should be applied.

Approved by	Date	Next review due
Dr Matt Parkyn - Director/Head of Centre	12 March 2025	12 March 2026