

# ACCESS ARRANGEMENTS POLICY

*PMQ Regulated Qualifications*

## Purpose

1. PMQ recognises that access arrangements allow learners to show what they know and can do without changing the validity or demands of the assessment. The Access Arrangements Policy sets out PMQ's policy position in relation to the provision of access arrangements.
2. This policy should be read in conjunction with the associated Access Arrangements Procedure – PMQ Regulated Qualifications.

## Scope

3. This policy applies to PMQ learners, training providers, training provider staff and associated contractors, PMQ staff and contractors involved in the assessment and/or delivery of PMQ regulated qualifications.
4. Reasonable adjustments, for learners with disabilities, are addressed separately in the Reasonable Adjustment Policy – PMQ Regulated Qualifications.

## Definitions

5. The term 'learners' in the context of this policy includes all individuals studying for the regulated qualifications listed in Appendix 1.
6. The term 'assessment' in the context of this policy includes assessments taken towards PMQ regulated qualifications, for example, external examinations, Professional Skills assessments, online examinations and internal assessments.
7. Access arrangements are agreed before an assessment takes place to enable learners, who have temporary injuries, temporary illness or other temporary indisposition which present a barrier to accessing the assessment, to access the assessment. Examples of arrangements include extra time for breaks, or providing a scribe for a learner with a recently broken arm (writing hand).

## Key principles

8. Access arrangements allow learners to demonstrate their attainment without circumventing the assessment requirements or affecting the validity or reliability of the assessment outcomes.
9. PMQ will consider the safety, practicality and effectiveness of the access arrangements.
10. The use of access arrangements will not be taken into consideration in the marking of a learner's assessment responses.
11. Access arrangements should not give a learner an unfair advantage, neither should they mislead stakeholders regarding a learner's achievements.

## Eligibility for Access Arrangements

12. Learners who are fully prepared for an assessment may be eligible for access arrangements if their temporary illness, temporary injury or other indisposition, places them at a substantial disadvantage in the assessment situation.
13. Learners should consider postponing the assessment to a later date when issues arising from temporary illness, temporary injury or indisposition provide less of a barrier to taking the assessment.
14. Learners will only be eligible for access arrangements if supporting evidence accompanies the application in accordance with the requirements set out below.

## Supporting evidence

15. Supporting evidence, which is sufficient, valid and reliable, from an appropriately qualified professional, must accompany all requests for access arrangements. The evidence must set out the access arrangements required to reduce the barrier to the assessment.

## Decision making

16. PMQ decides the access arrangements to be put in place having considered the defined needs of individual learners as set out in the supporting evidence.
17. PMQ reserves the right to devolve access arrangements decisions to training providers in circumstances where it is considered appropriate to do so. In such circumstances PMQ will set out the arrangements with which training providers must comply.
18. In making decisions PMQ will consider:
  - the documented supporting evidence from a qualified professional setting out the impact of the learner's injury, indisposition and the access arrangements required;
  - the characteristics of the assessment for which access arrangements are required;
  - the cost of the arrangements;
  - the likely impact of the arrangements upon the learner and other learners, where applicable.
19. PMQ will not approve a request for access arrangements if it is not 'reasonable', this may include if the arrangements:
  - involve unreasonable costs to PMQ;
  - involve unreasonable timeframes;
  - compromise health and safety; or
  - compromise the security or integrity of the assessment.
20. The outcome of an access arrangements request may be:
  - approval of the access arrangements;
  - rejection of the application based on insufficient evidence;
  - rejection of the application based on the reasonableness of the request, such as a request for specialist equipment;

- rejection of the application based on insufficient time to put in place the arrangements;
- suggested alternative arrangements.

## **Access Arrangements appeals**

21. Information about appealing a decision in relation to an access arrangements application is set out in the Appeals Policy – PMQ Regulated Qualifications and the associated Appeals Procedure.

## **Policy review arrangements**

22. This policy is subject to a three-year review cycle. However, the policy may be reviewed more frequently to address regulatory changes, operational feedback or concerns brought to the attention of PMQ to ensure the policy remains fit for purpose.
23. This policy is also reviewed as part of PMQ ongoing quality improvement monitoring.

## Appendix 1

### PMQ Regulated Qualifications:

1. PMQ Level 2 Award in Introduction to Residential Property Management Practice
2. PMQ Level 2 Award in Introduction to Sale of Residential Property
3. PMQ Level 3 (SCQF Level 6) Certificate in Property Agency
4. PMQ Level 3 Award in Chattels Auctioneering
5. PMQ Level 3 Award in Real Property Auctioneering
6. PMQ Level 3 Award in Residential Inventory Management and Practice
7. PMQ Level 3 Award in Residential Tenancy Deposit Protection and Management
8. PMQ Level 4 Certificate in Property Agency Management