

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NVQ Circular 01/2020

Reasonable Adjustments in NVQ Assessment for Candidates with Disabilities

In the National Policy on Technical and Vocational Education and the National Strategy on TVET Provision for Vulnerable People in Sri Lanka, persons with disabilities are explicitly identified as one of the vulnerable and disadvantaged groups who require immediate attention from the TVET system, on the basis of their vulnerability from the point of view of employability due to limited access to skills training. Enrolment of persons with disabilities in NVQ training courses remains limited, and without the provision of reasonable adjustments, persons with disabilities are unable to have the application of their skills properly assessed and for certification. As the persons with disabilities are not a homogenous group; they should be judged based on their abilities, not their disabilities.

Registered training providers who conduct accredited courses leading to award of National Vocational Qualifications are hereby required to indicate the type and nature of disability, if any, of students whom they include in the TVECs web-based NVQ information system at the time they do batch entry of students. The providers shall use *Annexure I – “Disability Information Record Form”* included in the TVEC website to record disability information and make available at the training institute for reference of the assessors and others concerned. The providers shall download *Annexure II – “Reasonable adjustment implementation-acknowledgement form”* from the TVEC website and make available for the assessors to fill and submit at the final assessment.

Registered Assessors in the Assessors Registry of the TVEC are hereby instructed to adhere to the requirements of this circular with effect from 1st October 2020. The assessors shall refer *“Disability Information Record Form”* available at the institute at the time of pre-assessment if students with disabilities are included in the assessment. Assessors shall submit dully filled *Reasonable adjustment implementation-acknowledgement form* with other records upon completion of final assessment.

Specifically, the Assessors, Training Providers and TVEC shall adhere to the following practices;

1. Reasonable adjustments to knowledge assessment:

- i. Oral assessment in lieu of the written exam*
- ii. A minimum of 25% extra-time to complete the assessment
- iii. Assistance of a scribe / reader / a sign language interpreter / trainer
- iv. Exam paper in alternative format
- v. Use of assistive technology devices and/or writing aids
- vi. Physical accessibility of the assessment venue or separate venue
- vii. Supervised rest break (10-minute break every 40 minutes)
- viii. Questions formulated in a simple and easy language (for persons with cognitive disabilities), alternative questions to replace questions requiring visual inputs (for persons with visual disabilities) or descriptive questions (for persons with hearing disabilities).

**Persons with disabilities may be unable to write or type due to mobility disability and/or due to reduced access to education during childhood and, may therefore need to deliver answers orally or with the support of a reader/scribe. This is a reasonable adjustment when writing skills does not affect the essence of the job or the competency standards. More weight can be given to continuous assessment to evaluate the ability of the individual with a disability to meet the national competency standards.*

2. Reasonable adjustments to practical (final) assessment:

- i. Physical accessibility of the assessment venue
- ii. A minimum of 25% extra-time to complete the assessment
- iii. Use of different communication method to perform tasks: sign language, lip reading, written notes, visual symbols, body language (eye contact, facial expression, hand gesture), use of clear and simple language, reference to colour-coding, etc.
- iv. Use of assistive technology devices and/or adapted tools to perform the tasks
- v. Use of a non-traditional/different method to perform the tasks
- vi. Allow the assessment to be conducted in a familiar setting (e.g. same equipment and utensils used during the training)

Reasonable adjustments should meet the needs of the individuals with disabilities rather than providing a generic response to a type of disability. It cannot be assumed that what works for a person with a disability during an assessment will work for another person with the same type of disability.

To assist the NVQ Assessors, the *Annexure III - Disability Inclusion Toolkit* included on the TVEC website provides detailed information on the types of reasonable adjustments that can be made according to

the type of disability; suggestions are illustrated with examples coming from tourism related training courses. It is believed that these examples can be applied and generalized to any NVQ courses to accommodate the needs of candidates with disabilities.

3. Training of NVQ Assessors on Reasonable Adjustments:

The TVEC and UNIVOTEC will take actions to train Assessors on Reasonable Adjustments required by candidates with different types of disabilities. The disability inclusion training undergone by the Assessors will be indicated against each such trained Assessor in the database of the Assessors maintained in the TVEC website.

4. Appointment of NVQ Assessors:

For assessment of candidates with disabilities, the relevant training provider shall submit assessment request through the Automated Assessment Scheduling system of the TVEC website. The TVEC then appoints assessors and sends Assessor Appointment letters to the 2-member panel of assessors through email. A special Assessors appointment letter will be issued if disable students are included in the assessment.

5. Request for Reasonable Adjustments:

When a vocational training centre (VTC) uploads the list of students on the TVEC online system within the specified period from the date of starting of the course, students with disabilities, if any, should be indicated with the category of disability. The VTCs shall maintain and make available appropriate documentation as proof of the disability (e.g. disability certificate, medical report, document showing that the person is in receipt of disability allowance from the government) for reference of the assessors and others concerned.

If an NVQ course has a common written test / semester end examination conducted by TVEC as a summative assessment, relevant VTC / institutions should forward applications to the Assessment Division of TVEC before closing date. If there are candidates with disabilities, the request for 'Reasonable Adjustment' indicating the category of disability should be submitted by the VTC / institution to the Assessment Division for each of such candidate.

6. Pre-assessment Visit:

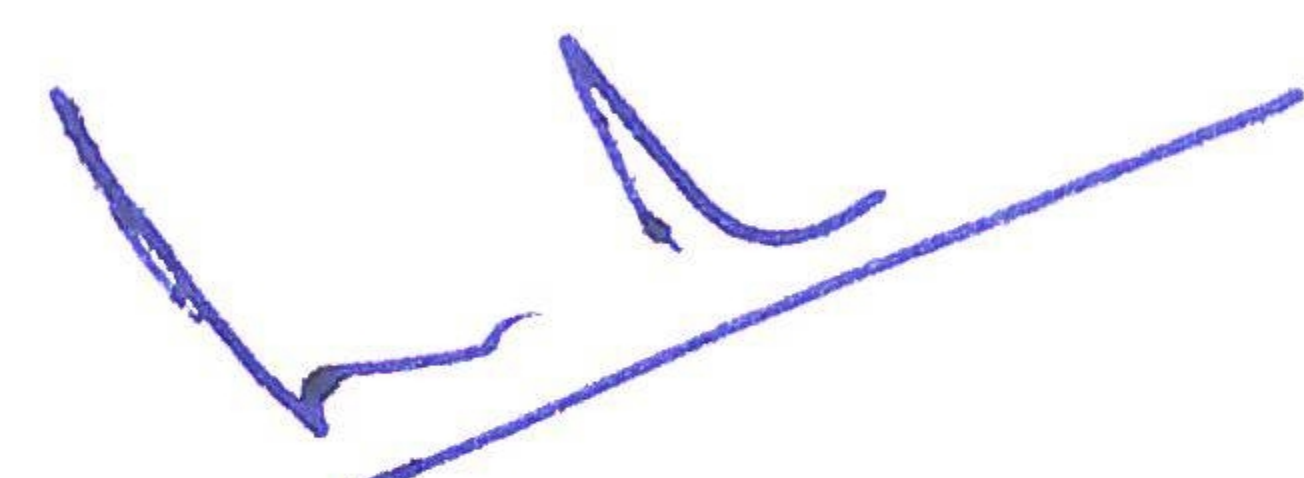
- a. The original of the documents serving as proof of disability will be presented to the NVQ Assessors. *Disability Information Record Form* available at the VTC shall be referred for information.
- b. The NVQ Assessors will discuss and confirm with the relevant staff of the Vocational Training Centre and the candidate with a disability about the appropriate reasonable adjustments to make during the assessment.

7. Provision of Reasonable Adjustments during summative/final written examination and competency-based assessment:

- a. TVEC will ensure that the provision of reasonable adjustments tailored to the needs of each candidate with a disability is applied during the written examination by the Supervisor / Assessor or the person appointed by the Supervisor / Assessor at the examination centre.
- b. VTC / institutions will ensure that reasonable adjustments are provided when NVQ Assessors do competency-based assessments (for both knowledge and practical skills).
- c. The *'Reasonable Adjustment Implementation – Acknowledgment Form* should be completed by the NVQ Assessors on the day of the final assessment and submitted along with the assessment records and other required documents to TVEC through the VTC.

The receipt of such data on implementation of reasonable adjustments during assessment of candidates with disabilities by TVEC will be useful information for making decisions and setting and/or reviewing policies in relation to disability inclusion in the TVET system.

This circular is effective from 1st October 2020.



Janaka Jayalath
Director General