

RYA Guidance Notes for Shorebased Instructors

Assessments for students with special educational needs/learning difficulties

The RYA makes every effort to enable students with special educational needs, such as dyslexia or visual impairments, to complete the RYA shorebased courses. Students with recognised or registered learning needs, that will impact on their ability to successfully complete the course and assessment papers, should make their needs known to the instructor at the start of the course, or as soon as practicable. The instructor should also inform the Principal and/or centre manager to see what facilities and operating procedures are already in place which may be of help during the course and assessment. The instructor/centre manager or Principal should be discreet and make any allowances sympathetically.

If the candidate can provide the instructor with the allowances that normally work for them based on previous exam situations, it is helpful. The RYA will consider all reasonable allowances; even if they are not stated in this document. However, any allowances should be agreed by the instructor and student, and preparations put in place before the assessment papers are started.

Allowances on RYA assessment papers

- Time allowances: the assessment is a measure of knowledge, not the speed of their reading or writing. Therefore 15% more time per paper can be allowed depending on the severity of the educational need. More time can be given in exceptional circumstances after liaising with RYA HQ.
- The RYA Chartplotter can be used where appropriate on chartwork questions and the student can provide and use a word processor, voice recognition software or voice recorder to answer the written questions.
- Parts of the examination can be taken orally where appropriate.
- The student may use coloured overlays if white paper is a problem.
- The questions can be enlarged on a photocopier to aid reading.
- Someone can be allocated to read the questions.
- Someone can be allocated to write down the candidates' answers.
- A separate room should be provided if a reader or writer is required.
- Allowances can be made for spelling and grammar but calculations and chartwork need to be accurate.
- The instructor may make any other reasonable allowance or request so that the students' level of knowledge is ascertained.

Ends.

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