



Reasonable Adjustment Policy and Process

Date of Policy	March 2021
Lead for Review	Provost

Reasonable adjustments are any action that helps to reduce the effect of a disability or difficulty that places a student at a substantial disadvantage in the assessment situation. Adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give a student access to the qualification.

We aim to ensure open access to all qualifications and will ensure that all students who are eligible for adjustments can demonstrate their knowledge, skills and understanding to the level of attainment required for the qualification.

We will apply reasonable adjustments in line with obligations under the Equality Act 2010.

Purpose of the policy

This policy indicates what is considered a reasonable adjustment, how it can be applied, and the steps to follow when submitting a case to be considered for approval. It also outlines the levels of responsibility which fall to the centre when implementing the adjustments.

All staff involved in the management, assessment and quality assurance of qualifications should be made aware of contents of this policy. It is vital that all students registered on our qualifications are also made aware of the contents of this policy and how to apply for reasonable adjustments.

Our commitment

We aim to ensure we protect the rights of the individual student; this includes assisting them in accessing our qualifications and assessment in a manner appropriate to their needs as far as reasonably practicable, without compromising the reliability or validity of the assessment outcomes, or giving a student an unfair advantage over other students undertaking the same or similar assessments. It is imperative that achievement of our qualifications gives all employers and stakeholders a realistic indication of the student's ability.

We are committed to achieving this by

Recognising the varied needs of students by ensuring an inclusive approach is adopted and built in to the delivery and assessment of every qualification.

Making appropriate reasonable adjustments to standard teaching/assessment arrangements whenever this is required to ensure equality of opportunity is promoted and enables fair access to achievement.

Centre responsibilities

We have a responsibility to identify as early as possible, any difficulties a student may have in accessing assessment.

All centre-devised assessment activities or material will be considered in an inclusive way and will ensure that the language of the assessment is clear, unambiguous and free from jargon.

Making reasonable adjustments

Adjustments must:

- uphold the assessment requirements of the qualification.
- not give the student an unfair advantage.
- reflect the student's normal way of working
- be based on the individual needs of the student

Examples of reasonable adjustments which may be applied by a centre and do not require the approval of the Awarding body:

- Adapting assessment methods, for example from a written assessment to a spoken assessment (for tasks which are set by the centre only)
- Providing use of coloured overlays, low vision aids, tinted spectacles
- Providing use of bilingual and bilingual translation dictionaries
- Adapting assessment material, such as in a larger format, Braille, or on coloured paper
- Providing responses using electronic devices such as screen reading or voice activated software
- Re-organisation of a controlled assessment situation, such as removing visual stimuli
- Providing assistance, such as a sign language interpreter or a reader

Arrangements for reasonable adjustments must ensure that the resulting student's evidence submitted for assessment:

- meets the assessment criteria
- is assessable
- is capable of internal verification and external moderation.

All evidence to support the reasonable adjustments made, must be recorded and held on file and must be made available upon request by a member of the Awarding Body team.

Examples of reasonable adjustments which must be approved by the Awarding Body:

- Changing the standard assessment arrangements, for example allowing a student extra time to complete an assessment activity due to long- term illness or a permanent health condition/disability
- Adapting assessment methods, for example from a written assessment to a spoken assessment

Evidence required for reasonable adjustment to be made

Where a student requires arrangements for reasonable adjustments, they should provide evidence of their learning needs or medical condition. A suitably qualified member of staff should check that the evidence is current and relevant to the student.

Please retain all evidence supporting any decision and make it available to any awarding body authorised representatives who visit your centre, for example external moderators, quality staff and chief examiners.

Procedure and timescales for applying for reasonable adjustments

Step 1:

Each request must indicate the nature of the student's disability/learning need, adjustment required and must be signed by the staff member who is accountable for confirming the adjustment needs to take place and has reviewed the student's evidence.

Step 2:

We will review the information to decide whether a reasonable adjustment is warranted and appropriate. We will confirm the request with the relevant awarding body and communicate the outcome within 10 working days of the application being received.

If we decide not to approve the application, we will provide you with a clear explanation as to why, and you have the right to challenge the decision in line with our appeals policy.

Step 3:

Where a reasonable adjustment is warranted we will liaise with the student to confirm that appropriate accommodation and resources can be provided. The centre must retain a record of the approval from the awarding body which may be in the form of a counter signature on the original application form. External moderators may request to see these forms during the moderation visit to support agreed adjustments.

Confidentiality of data and information

We may need access to confidential information and we will ensure that such information is kept secure and only used for the purposes of the request, and accessed by a limited number of staff, in line with current General data protection regulation. We will not normally disclose the information to third parties unless required to do so, eg to our Regulators and / or the Police or other relevant and / or Statutory Bodies.

We will aim to access and retain original evidence or information. If original records cannot be retained, we will photocopy the original and record the copy as authentic. We expect you to retain any relevant documentation securely in line with your archiving and retention procedures.