

**Aim:**

To ensure that a candidate is not disadvantaged by reason of any disability or difficulty and help to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.

**Principles:**

Reasonable adjustments are approved **before** an assessment and are intended to allow attainment to be demonstrated. Allowing reasonable adjustment is dependent upon how it will facilitate access for the candidate. Firm evidence of a barrier to assessment is needed, to prove that the candidate would be significantly disadvantaged by sitting an assessment in its usual format.

A reasonable adjustment is intended to allow access to assessment but can only be granted where the adjustment does not:

- affect the validity or reliability of the assessment
- give the candidate(s) in question an unfair advantage over other candidates taking the same or similar assessment
- influence the final outcome of the assessment decision

A reasonable adjustment helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in an assessment situation. Reasonable adjustments in relation to safeagent’s qualifications may involve:

- changing usual assessment arrangements
- adapting assessment materials
- providing assistance during assessment
- using assistive technology

An adjustment may not be considered reasonable if it involves unreasonable costs, time frames or the validity of the assessment.

safeagent will ensure that candidates are aware of:

- the range of options available, including any reasonable adjustments that may be necessary to enable the demonstration of attainment across all required assessment
- any restrictions on progression routes to the candidate as a result of not achieving certain outcomes

### **In order to do this, safeagent will:**

Consider requests for 'Reasonable Adjustments' for any candidate and may apply one or more of the following adjustments [where practicable]:

- Allowing extra time, e.g., an extension to the enrolment on the course, additional test time
- Use of coloured overlays, low vision aids etc., where these are available on the candidate's own equipment
- Use of assistive software including a screen-reader, where this is available on the candidate's own equipment
- Assessment material in large format, where this is available on the candidate's own equipment
- Use of ICT/responses using electronic devices

safeagent will ensure that we:

- Only make reasonable adjustments that are in line with this policy
- Record all reasonable adjustments made using appropriate paperwork
- Keep all paperwork on the appropriate candidate's record

### **Process**

- Candidates must apply for reasonable adjustments at the **beginning** of their course, this can be done using our online form which can be found [HERE](#)
- Candidates must provide as much information and evidence as possible to support their application, this may include an email, letter or report from:
  - a teacher or other educational professional
  - a doctor or medical professional
  - an occupational therapist
- The request will be considered by the Head of Learning and Development [HoLD] and a response will be provided within ten working days
- If a candidate is dissatisfied with the outcome of their request, they are entitled to submit an appeal following the processes in our Appeals Policy which can be found on the learning platform

### **Guidance**

- It is important to note that not all the adjustments will be reasonable, allowable or practical in all situations. The candidate may not need or be allowed the same adjustment for all assessments
- The required evidence of need when applying for Reasonable Adjustments will vary depending on the disability and the arrangements being requested. Firm evidence of a barrier to assessment is needed, to prove that the candidate would be significantly disadvantaged by sitting an assessment in its usual format



This policy will next be reviewed in January 2024 by the Head of Learning & Development.