

Reasonable Adjustments to Assessment Arrangements Policy

1. Scope and Purpose of Policy

This policy outlines the procedures and requirements to ensure access arrangements for Reasonable Adjustments are met. This policy applies to Signature, our centres and their candidates.

2. Responsibility

Business Services Manager, Qualifications and Quality Manager, Compliance and Quality Officer and Customer Support Officers.

3. Policy Statement

Signature aims to ensure that access to assessment is provided so as to maximise opportunity for as many candidates as possible. As a general principle, Signature would wish to allow candidates the same level of support during assessments as they have received during the learning process, providing that the support does not give the candidate any unfair advantage or disadvantage over others who do not have such support.

Adjustments

The Equality Act 2010 requires that awarding bodies adjust arrangements for assessment where a disability means a candidate experiences discrimination that would amount to 'substantial disadvantage' in an assessment.

Signature will consider individually each request for these adjustments. To agree the request we have to show:

- discrimination would occur, as it is defined in the Act;
- the adjustment gives the candidate no advantage over other candidates;
- the security or integrity of the assessment is unaffected; and
- There is no adjustment to the competences being tested in the assessment.

To make the decision that gives the candidate the best opportunity to demonstrate their knowledge and skills at assessment, we have to have certain information about the candidate available to us:

- Details of the candidate's disability;
- Evidence of need, produced by independent specialists (Medical certificate, professional assessment report);
- Details of the adjustments the centre is making in the course of teaching the candidate;
- A copy of the assessment the centre made of the candidate's suitability for the qualification before starting the course

These requirements are set out as part of the candidate registration process on the Signature Centre Portal.

Local Access Arrangements

Centres are responsible for making sure candidates with disabilities are not disadvantaged by the assessment facilities they provide.

Essential requirements

Signature publishes in each of its qualification specifications a set of essential requirements needed to demonstrate the required competence in an assessment.

For example, our BSL qualification specifications include requirements for candidates to have sufficient manual dexterity, sight and facial movement to produce and receive BSL. It is important that centres explain these requirements to potential candidates so no one starts a course without knowing what will be required of them to achieve the unit or qualification.

4. Linked Policies

Access to Signature qualifications and assessments

Guidance for Awarding Bodies: Access to External Assessment for D/deaf Candidates

The Equality Act 2010

5. Linked Procedures

Sig Pro1 The recognition of centres to offer awards within the RQF

6. Location and Access to the Policy (where held)

Signature website