

REASONABLE ADJUSTMENTS TO ASSESSMENT POLICY

This policy outlines the procedures and requirements to ensure Reasonable Adjustments to Assessments.

Pre-Qualification Requirements

Signature publishes in each of its qualification specifications a set of pre-qualification requirements.

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

Reasonable Adjustments

Reasonable Adjustments allow learners with a registered disability access to assessments **without changing the demands of the assessment**.

The Equality Act 2010 requires Signature to make reasonable adjustments to an assessment where a disability would mean the learner would be at a substantial disadvantage in undertaking that assessment.

Signature will consider individually each request for a Reasonable Adjustment. This will include ensuring that:

- The learner has a disability as defined in the Equality Act 2010
- The adjustment gives the learners no advantage over other learners
- There is no adjustment to the competences being tested in the assessment

An adjustment may not be considered reasonable if it involves unrealistic costs, times frames or affects the security or integrity of the assessment.

In addition Signature must receive from the centre:

- Details and Evidence of the learners disability, produced by independent specialists (Medical certificate, professional assessment report);
- Details of the adjustments the centre has made during the course of teaching the learner
- Details of how the adjustment will allow the learner to access the assessment based on their disability

All of the above information should be added to the Booking Form in IRIS when first registering the candidate.

All decisions on reasonable adjustment requests will be given through the booking form in IRIS.

If a centre/learner is not satisfied with the reasonable adjustment decision, they can appeal using the Breakdown of Marks and Appeal Form in IRIS, providing additional evidence as to why they feel our decision is wrong. Please refer to our Appeals Policy for further information.