

POLICIES & PROCEDURES

Reasonable Adjustments Policy



Contents Page

1. Introduction	3
2. Scope	3
3. Definition.....	4
4. Applying Reasonable Adjustments	4
5. Evidence Requirements	5
6. Making an Adjustment	5
7. Reasonable Adjustment Process	6
8. Continuous Improvement	6
Appendix One – Reasonable Adjustment Request Process.....	7

Reasonable Adjustments Policy

1. Introduction

As an Ofqual regulated awarding body, ABBE must abide by its regulators' Conditions of Recognition. In terms of Reasonable Adjustments, ABBE must meet the following conditions:

G6.1 An awarding organisation must, in accordance with Equalities Law*, have in place clear arrangements for making Reasonable Adjustments in relation to qualifications which it makes available.

G6.2 An awarding organisation must publish details of its arrangements for making Reasonable Adjustments, which must include details as to:

- (a) how a learner qualifies for Reasonable Adjustments
- (b) what Reasonable Adjustments will be made

**The Equality Act 2010 requires awarding bodies to make reasonable adjustments to assessment arrangements which place disabled learners at a substantial disadvantage in comparison to learners who are not disabled.*

2. Scope

To ensure compliance with these conditions and current equality legislation, ABBE has put in place a Reasonable Adjustments policy.

Where assessments which are externally assessed, centres must apply to ABBE to request a Reasonable Adjustment. This policy explains under what circumstances a learner can apply for Reasonable Adjustments, what Reasonable Adjustments can be made (if granted) and the process for applying for a Reasonable Adjustment.

For qualifications which are internally assessed, centres do not need to apply to ABBE to make a Reasonable Adjustment. However, ABBE expects its centres to have a clear Reasonable Adjustments policy and process in place, in order to meet their responsibilities to individual learners, in terms of current equality legislation and regulatory requirements.

Centres must ensure that decisions made in relation to Reasonable Adjustments are in line with ABBE's policies. Where the centre is unsure if the Reasonable Adjustment proposed is in line with ABBE guidance, then the centre must contact ABBE for advice.

All reasonable adjustments made in relation to internal assessments must be recorded and stored by the centre and made available to ABBE upon request. The centre's EQA will review the use of reasonable adjustments during their quality assurance visit.

Reasonable Adjustments Policy

3. Definition

A Reasonable Adjustment is an action that is approved or put in place before an assessment, to provide access to the assessment or to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment.

Awarding bodies and centres are only required by law to do what is 'reasonable', this will depend on various factors, such as individual circumstances, cost implications and the practicality of the adjustment.

An adjustment will not be reasonable if it affects the reliability or validity of the assessment outcomes, or where it gives the learner an unfair assessment advantage.

Some adjustments may not be considered reasonable if they:

- ❖ Do not meet the published criteria
- ❖ Involve unreasonable costs to the awarding body
- ❖ Involve unreasonable timeframes
- ❖ Affect the security and integrity of the qualification

Any reasonable adjustment must reflect the normal learning or working practice of the learner, either in a centre or working within the occupational area.

Examples of reasonable adjustments may include, but are not limited to:

- ❖ Adapting assessment materials
- ❖ Adapting the physical environment for access purposes
- ❖ Adapting equipment
- ❖ Changing or adapting the assessment method
- ❖ Allowing extra time
- ❖ Use of a reader or scribe
- ❖ Use of mechanical, electronic and other aids*

**Any aids used must either be generally commercially available, or available from specialist suppliers, and be feasible to use in the centre or on the employers' premises.*

4. Applying Reasonable Adjustments

Where assessments which are externally assessed, centres must apply to ABBE to request a Reasonable Adjustment, 5 days in advance of the assessment. Applications for a Reasonable Adjustment request should be made in writing, using a "Reasonable Adjustment Request Form".

Reasonable Adjustments Policy

The learner may not need, nor be allowed, the same adjustment for all assessments, as the needs and circumstances of each assessment are different, centres must consider any request for a Reasonable Adjustment on a case-by-case basis.

To ensure that individual needs can be met, learners should be fully involved in any decisions about Reasonable Adjustments. A separate form should be completed for each learner, for each assessment or qualification.

The application must be signed and submitted by a member of staff at the centre with the appropriate authority. This is usually the Head of Centre (or designated nominee), with input from the member of staff at the centre who is dealing with the learner's request.

Any supporting evidence should also be submitted for consideration along with the application. Applications should be sent to ABBE Enquiries at abbeenquiries@bcu.ac.uk

5. Evidence Requirements

Appropriate evidence must be submitted in support of a Reasonable Adjustment request. This may include medical evidence, a statement from an employer confirming the learner's usual way of working or any other appropriate information.

Where the centre has made reasonable adjustments in relation to internal assessments, the Head of Centre (or designated nominee) must ensure that the adjustment implemented is based on firm evidence of a barrier to assessment and is in line with this guidance.

Failure to do so may result in action related to malpractice which could ultimately lead to the recall of certificates, removal of qualification approval or removal of centre approval.

6. Making an Adjustment

Centres must ensure that any Reasonable Adjustments put in place by ABBE can be delivered to learners.

Where Reasonable Adjustments have been applied, the work produced by the learner will be marked to the same standard as the work of other learners being assessed.

Reasonable Adjustments Policy

7. Reasonable Adjustment Process

Step One

Once a Reasonable Adjustment request has been received, ABBE will review the request and evidence provided. Requests must be made at least 5 days in advance of the assessment.

Step Two

Based on the review of the evidence, ABBE will approve or decline the request.

Step Three

ABBE will communicate the outcome to the centre. Where approved, ABBE will put forward the adjustment to be made. Where an application is declined, ABBE provides a clear reason to the centre and, where appropriate, suggests suitable alternative Reasonable Adjustments.

Step Four

Once the learner has sat the assessment, it will be marked in line with other learners taking the assessment.

Step Five

In the case of an appeal against the Reasonable Adjustment decision, the ABBE Appeals Policy must be followed and all evidence and decisions will be kept as per the guidance in ABBE's Data Retention Policy.

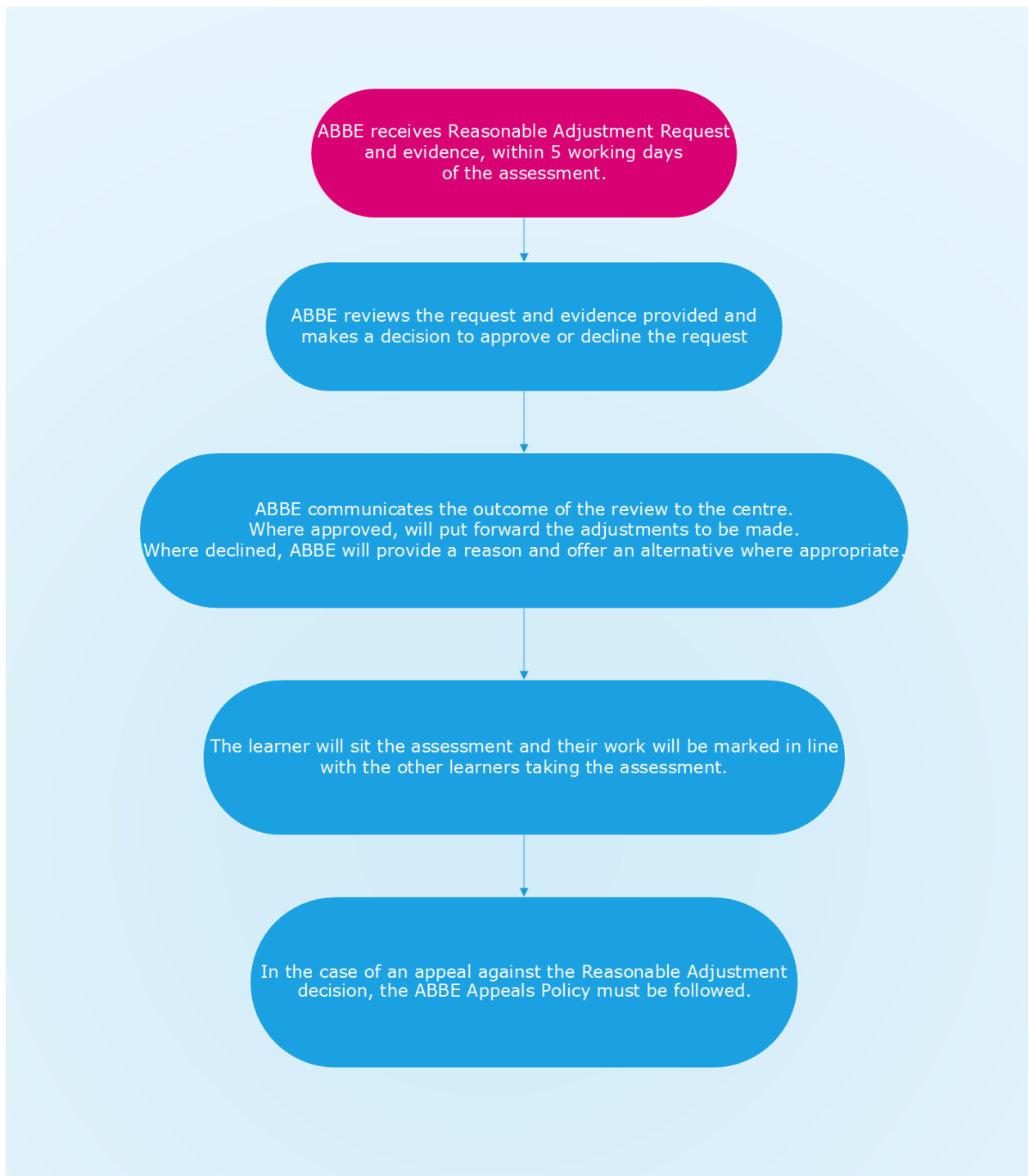
A flow chart detailing this process can be found in Appendix One.

8. Continuous Improvement

To ensure that this policy remains fit for purpose and that the procedures and its outcomes are achievable, it is subject to a three-year review cycle, or earlier should any feedback or concern be brought to the attention of ABBE. This policy is also reviewed as part of ABBE continuous improvement monitoring through its annual self-assessment arrangements.

Reasonable Adjustments Policy

Appendix One – Reasonable Adjustment Request Process



Reasonable Adjustments Policy

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