



**Bill Rogerson Safety Services Ltd**  
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## **Reasonable Adjustment Policy**

### **Scope**

This policy is aimed at Learners and helping them to achieve formal recognition of their achievements, without compromising the assessment process or the assessment objectives.

Reasonable adjustments are made to ensure that Learners who are disabled are not disadvantaged in any way. Learners must declare their needs prior to the assessment period and all necessary reasonable adjustment arrangements must have been implemented before the time of their assessment.

Special considerations are made to ensure that Learners are not disadvantaged by any exceptional circumstances that may arise prior to, or during the assessment.

### **Definitions**

#### **Reasonable Adjustments**

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the Learner at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not compromise the assessment process or the assessment objectives and may involve:

- Changing standard assessment arrangements, for example, allowing Learners extra time to complete the assessment activity
- Adapting assessment materials
- Providing access facilitators during assessment, for example a sign language interpreter or a reader.

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the Learner access to the assessment activity.

The use of a reasonable adjustment will not be taken into consideration during the assessment of a Learner's work.

Awarding Organisations and Centres are only required by law to do what is reasonable in terms of giving access. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment.

Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration.



## **Making Reasonable Adjustments**

All Awarding Organisations and Centres have a responsibility to ensure that the assessment process is robust and fair and allows the Learner to demonstrate his or her full potential.

Adjustments to assessments should:

- Not invalidate the assessment requirements of the qualification
- Not give Learners an unfair advantage
- Reflect the Learner's normal way of working
- Be based on the individual need of the Learner.

## **Applications for Reasonable Adjustments**

Reasonable adjustments can be requested by anyone who has a disability or a difficulty that places them at a substantial disadvantage in the assessment situation and a reasonable adjustment would reduce the effect of this and provide a fair assessment. Examples of reasonable adjustments include:

Delegates with special assessment requirements can request the assistance of the invigilator, if required. Discussions to accommodate delegates with special requirements should be arranged prior to the course and separate arrangements must be put in place.

Prior to course commencement, Bill Rogerson Safety Services Ltd should identify any special requirements that delegates may have, such as physical disabilities, including sight, hearing or writing, and learning or reading difficulties (for example, dyslexia). It is important to remember that sensitive information about the delegate has been offered voluntarily and it should be respected as confidential and in accordance with Data Protection legislation.

In circumstances where assistance is required Bill Rogerson Safety Services Ltd knows that under the Equality Act 2010, they are specifically required to make 'reasonable adjustments' or give 'special consideration' to enable everyone to compete equally. However, this must not affect the integrity of the examination.

Bill Rogerson Safety Services Ltd will check with the delegate to find out what support they need and be prepared to arrange with the Awarding Body for adaptations. for example,

- the examination can be held in a separate room and questions can be read to the delegate
- because of an injury the delegate may have difficulty writing and may request a scribe
- because of poor eyesight the question paper may have to be increased in size



**Signed**

*W Rogerson*

**W Rogerson CMIOSH, LPD, AMaPS, ACIEH, OSHCR, Cert Ed**

**Date:** December 1<sup>st</sup> 202



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