

Construction Helpline

17 – Reasonable Adjustments Policy

Version 4

Policy Statement

Construction Helpline Ltd (CHL) is committed to treating all learners undertaking training courses at the centre with respect and to providing the right level of support via our tutors and assessors to enable those learners that are fully committed to the training to achieve the award that they are undertaking.

By recognising that some of our learners may have individual support needs and through our commitment to Equal Opportunities we guarantee a fair assessment for all candidates; it is permissible, when necessary, to make reasonable adjustments for candidates with particular requirements to enable them to access fair assessment and demonstrate attainment.

Any reasonable adjustments made:

- Must not invalidate the assessment requirements set out in the specification for the relevant qualification.
- Must reflect the current needs of the individual candidate and as far as is reasonably possible, his/her usual method of working.
- Must not give the candidate an unfair advantage compared to candidates for whom reasonable adjustments are not being made.
- Must maintain the relevance, reliability, and comparability of the assessment.

All approved Reasonable Adjustments will be monitored and reported to the Head of Quality Assurance Operations for evaluation.

Requirements for additional support.

The assessor must seek approval, from the IQA, before any additional support is given to the candidate, this agreement must be documented and signed dated by both the assessor and candidate.

The Assessor must inform the IQA of all, or any, support given to the candidate. This statement must take the form of a Note to IQA, be placed in the front of the candidate's portfolio and state clearly what support was given and when.

Procedures for Requesting Reasonable Adjustments

Access arrangements may cover the entire course and not just the examination, they should be applied for prior to starting the course; if it is adjustment to an examination paper a minimum of 14 days' notice is required.

Arrangements for any adjustments must be approved by Construction Helpline Ltd.

Standard adjustment procedures that may be requested are:

1. **Modified Enlarged Examination Papers** - for candidates with visual impairment that an enlarged paper would allow them access to a fair assessment (14 days' notice required).
2. **Examination Time Extension** – extra time is **not** permitted in practical skills performance. An allowance of up to 25% extra time is permissible for examination papers if the candidate has learning difficulties supported by an official assessment/report indicating that there is evidence of need.
3. **Use of a Reader** – for candidates with visual impairment or their reading skills have been tested and technically defined as Below Average. The reader is a responsible adult who reads the questions to the candidate and must not be the course tutor, relative, friend or peer of the candidate. The reader must only read the question paper

instructions and the questions, but **must not** explain or clarify; they may, if requested, repeat instructions, read back what has been written, give the spelling of a word on the paper.

4. **Use of a Scribe** – for candidates who cannot write legibly due to learning difficulties such as dyspraxia. The scribe is a responsible adult who writes down a candidate's dictated answers to the questions and must not be the course tutor, relative, friend or peer of the candidate. The use of computer software that produces a hard copy of the candidate's dictated speech is permissible as a scribe.
5. **Use of a Sign Interpreter** – for candidates whose normal way of communication is by sign language. The Sign Language Interpreter is a responsible adult who is proficient in the use of the candidate's sign language and must not be the course tutor, relative, friend or peer of the candidate. The Interpreter must only sign the question paper instructions and the questions, finger spelling technical terms; but they **must not** explain or clarify; they may, if requested, repeat instructions. Candidates may only be permitted to sign their answers in coursework where the answers involve single words.
6. **Other Arrangement Request** – any other reasonable adjustments for candidate with particular requirements will be assessed on a case-by-case basis on receiving the request and the appropriate supporting evidence.
7. **Allowing for extra time** when agreeing completion dates of the whole award
8. **Use of Audio recordings** where the candidate prefers to speak rather than write.

Course Organisers and Tutors must endeavour to identify candidate needs as soon as possible to allow appropriate arrangements to be made and approved by Construction Helpline Ltd.

The process for requesting access arrangements and the evidence required will vary according to the qualification specifications, the candidate's circumstances and any other factors that may need to be taken into consideration; therefore, Construction Helpline Ltd approval will need to be obtained on a case-by-case basis.

Approval will not be granted if an adjustment requested compromises the assessment criteria. Failure to comply with this policy may constitute malpractice and the resulting disqualification of the candidate.

Course Organisers and Tutors should assist candidates in choosing an appropriate qualification route, making them aware of the qualification specification requirements. Candidates may still decide to undertake a qualification knowing they cannot fulfil the assessment requirements; in these situations, a Certificate of Attendance will be issued.