



Reasonable Adjustments Procedure

CILEX End-Point Assessment

Introduction

1. This procedure describes the way in which CILEX implements its CILEX Reasonable Adjustments Policy for CILEX End-Point Assessment. This procedure should be read in conjunction with the CILEX Reasonable Adjustments Policy – CILEX End-Point Assessment.

Scope

2. This procedure applies to apprentices undertaking CILEX End-Point Assessments (EPAs), their employers and training providers, CILEX staff and contractors involved in the delivery of EPA services.

Applying for reasonable adjustments

3. CILEX will accept applications from the apprentice, the apprentice's employer or the apprentice's training provider. Employers/training providers making an application on behalf of an apprentice must have the apprentice's explicit written permission. CILEX reserves the right to request to see a copy of the apprentice's written consent.
4. Applicants should download and complete the CILEX End-Point Assessment Reasonable Adjustments Form available on the CILEX website and submit it as instructed on the form.
5. The form must be accompanied by appropriate supporting evidence.
6. Examples of the range and types of adjustments for which apprentices may apply is set out in Appendix 1. Other reasonable adjustments will be considered subject to the requirements set out in this procedure and the associated policy.

Supporting evidence requirements

7. Applicants are responsible for submitting supporting documentation with the reasonable adjustments application form to ensure that CILEX is able to provide appropriate support.
8. Supporting evidence must be sufficient, valid and reliable, from an appropriately qualified professional. Apprentices need to explain to this professional the circumstances around their level of study and the format of the assessment so that they can fully assess the apprentice's needs and the adjustments required for the assessment. The reasonable adjustments required may vary depending on the type of assessment.
9. Appropriate supporting evidence may include:
 - A report from a medical, psychological or clinical professional.
 - A report from qualified staff engaged by the apprentice's Training Provider.
10. The evidence must state the name, title and professional credentials of the person who carried out the assessment of the apprentice and produced the evidence. The evidence must set out the barrier to taking the assessment arising from the disability and recommend the reasonable adjustments required to reduce this barrier. The recommended adjustments must be clearly set

out, for example, if extra time is recommended, the percentage of extra time required must be stated.

11. The evidence should be accurate about the apprentice's current level of disability and, where possible, should have been written within the last six months, particularly where it might be expected that there could be changes in the way the apprentice is affected by the disability.

Decisions on reasonable adjustments

12. Applications for reasonable adjustments with appropriate supporting evidence are considered in accordance with the CILEX Reasonable Adjustment Policy – CILEX End-Point Assessment. The supporting evidence is used to assess the application.
13. CILEX reserves the right to suggest alternative adjustments in circumstances where the reasonable adjustments requested are impractical, may compromise the integrity or security of the assessment, may compromise health and safety, involve unreasonable costs or similar.
14. Where appropriate, CILEX will liaise with the apprentice, their training provider and/or employer in order to put in place the approved reasonable adjustments, for example, in relation to arrangements for an access facilitator.

Requirements for access facilitators

15. Applications for access facilitators, for example readers, scribes, prompters, will be considered by CILEX subject to the following conditions:
 - An access facilitator (e.g. reader, scribe, prompter) should not normally be the apprentice's tutor. However, there may be particular circumstances in which it is necessary to use the apprentice's own tutor, and these must be discussed with CILEX in order that CILEX can determine if such an arrangement is appropriate.
 - On no account may a relative, friend or peer of the apprentice be used as an access facilitator.
 - Apprentices will normally be required to sit the assessment at their training provider, workplace or similar venue if the use of an access facilitator is approved.
16. CILEX will issue guidelines to access facilitators to ensure that the assessments are delivered in accordance with CILEX requirements and the integrity of the assessment is maintained.
17. An apprentice should, wherever possible, have adequate practice in the use of a reader, scribe, prompter, as applicable.

Timelines

18. Apprentices, who require reasonable adjustments should apply as soon as possible after being registered with CILEX for the EPA.
19. Applications for reasonable adjustments for scheduled assessments must be submitted to CILEX at least 2 months prior to the scheduled assessment date.

20. CILEX will process applications for reasonable adjustments and notify apprentices of the outcome within 20 working days. CILEX reserves the right to extend this period if further evidence is required.

Retention of materials

21. CILEX retains EPA reasonable adjustment applications and supporting evidence for 12 months.

Review arrangements

22. This procedure is subject to a three-year review cycle. However, the procedure may be reviewed more frequently to address operational feedback or concerns brought to the attention of CILEX to ensure the procedure remains fit for purpose.
23. This procedure and the associated policy are also reviewed as part of CILEX ongoing quality improvement monitoring.

Range and Types of Reasonable Adjustments

Examples of the range and type of reasonable adjustments which may be considered are set out below. CILEX will only approve reasonable adjustments for which there is supporting evidence in accordance with CILEX requirements. CILEX must be satisfied that the reasonable adjustments approved compensate for the barrier caused by an apprentice's disability without modifying or invalidating the assessment requirements or reducing the integrity of the assessment.

Changes to assessment conditions

Extra time

Subject to the supporting evidence, apprentices may be allowed extra time during an assessment, for example, if they have disabilities which affect speed of cognitive processing.

The amount of additional time granted will be based on the supporting evidence. Normally, an additional allowance of up to 25% of the total assessment time will be considered.

Supervised rest breaks

Subject to the supporting evidence, an apprentice may be allowed supervised rest breaks during a Timed Assessment. Supervised rest breaks must be taken in the room in which the assessment is being taken and the apprentice must be visible to remote invigilator, unless a toilet break is taken. CILEX will agree a set amount of time to be added to the assessment duration to allow for rest breaks.

Use of access facilitators

Reader

A reader is a person who, when requested, will read to the apprentice all or part of the assessment material and read back the apprentice's responses.

For apprentices requiring a reader and a scribe, the same person may act as both.

Scribe

Subject to the supporting evidence, CILEX may agree the use of a scribe. A scribe is a responsible adult who types an apprentice's dictated answers for an assessment.

Prompter

Subject to the supporting evidence, CILEX may agree the use of a prompter. Prompters may be requested by apprentices with a substantial and long-term adverse impairment resulting in persistent distractibility or significant difficulty in concentrating. This would apply in Timed Assessment situations to keep the apprentices focused.

Additional time will be permitted for the use of an access facilitator and will normally be up to 25% of the prescribed duration of the assessment.