



Reasonable Adjustments Policy

*CILEX Professional Qualification
(CPQ)*

Purpose

1. CILEX recognises that reasonable adjustments allow trainees to show what they know and can do without changing the validity or demands of the assessment. The CILEX Reasonable Adjustments Policy sets out CILEX's policy position in relation to the provision of reasonable adjustments for the CILEX Professional Qualification (CPQ).
2. This policy should be read in conjunction with the associated CILEX Reasonable Adjustments Procedure – CILEX Professional Qualification.

Scope

3. This policy applies to CILEX trainees, training providers, training provider staff and associated contractors, CILEX staff and contractors involved in the assessment and/or delivery of the CPQ.

Definitions

4. The term 'trainees' in the context of this policy includes all individuals studying for the CPQ.
5. The term 'assessment' in the context of this policy includes assessments taken towards the CPQ, for example, external examinations.
6. Reasonable adjustments are offered within the scope of the Equality Act 2010. The Act requires awarding organisations to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.
7. The Act defines someone with disabilities as having 'a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on someone's ability to carry out normal day-to-day activities'. Disabilities considered for reasonable adjustments include but are not limited to mobility issues; sensory impairments; learning difficulties such as dyslexia, Asperger's syndrome and autism; medical conditions such as multiple sclerosis, MND and cancer.
8. Reasonable adjustments alleviate or remove the effect of a disability, which places a trainee at a substantial disadvantage, to enable them to demonstrate their knowledge, skills and understanding to the levels of attainment required by the relevant specification.

Key principles

9. The Equality Act 2010 requires adjustments to be 'reasonable' for trainees in terms of giving access to the assessment, and to awarding organisations in terms of costs. CILEX will also consider the safety, practicality and effectiveness of the reasonable adjustments.
10. Reasonable adjustments allow trainees to demonstrate their attainment without affecting or circumventing the assessment requirements. They may involve but are not limited to:
 - changing standard assessment arrangements, for example, allowing extra time to complete the assessment

- modifications to the presentation of assessment materials, for example, enlarged font
 - providing access facilitators during the assessment, such as a prompter or reader.
11. Reasonable adjustments are agreed before an assessment takes place allowing trainees to be fairly assessed. Normally, reasonable adjustments will be agreed when a trainee commences on a CPQ stage.
 12. The use of reasonable adjustments will not be taken into consideration in the marking of a trainee's assessment responses.
 13. Reasonable adjustments should not give a trainee an unfair advantage, neither should they mislead stakeholders regarding a trainee's achievements.

Eligibility for reasonable adjustments

14. Trainees will be eligible for reasonable adjustments if their performance during an assessment is likely to be substantially affected by a disability, as defined under the Equality Act 2010.
15. Some trainees with disabilities may not need reasonable adjustments for assessments. Trainees may have developed coping mechanisms which minimise or remove the need for adjustments.
16. Trainees will only be eligible for reasonable adjustments if valid supporting evidence accompanies the application in accordance with the requirements set out below.
17. Trainees with an Education, Health and Care plan or a Statement of Special Educational Need do not automatically qualify for reasonable adjustments. The demands of the assessment are taken into account. The reasons for the statement may have only limited effect on achievement in the assessment.

Supporting evidence

18. Supporting evidence, which is current, sufficient, valid and reliable, from an appropriately qualified professional, must accompany all requests for reasonable adjustments. The evidence must set out the reasonable adjustments required to reduce the barrier to the assessment.

Decision making

19. CILEX decides the reasonable adjustments to be put in place having considered the defined needs of individual trainees as set out in the supporting evidence.
20. CILEX reserves the right to devolve reasonable adjustments decisions to training providers in circumstances where it is considered appropriate to do so. In such circumstances CILEX will set out the arrangements with which training providers must comply.
21. In making decisions CILEX will consider:
 - the documented supporting evidence from a qualified professional setting out the impact of the trainee's disability and the adjustments required
 - the trainee's normal methods of studying and producing work

- the characteristics of the assessment for which a reasonable adjustment is required
 - the cost of the adjustments
 - the likely impact of the adjustment upon the trainee and other trainees, where applicable.
22. CILEX will not approve a request for reasonable adjustments if it is not 'reasonable', this may include if the adjustment:
- involves unreasonable costs to CILEX
 - involves unreasonable timeframes
 - compromises health and safety
 - compromises the security or integrity of the assessment.
23. The outcome of a reasonable adjustments request may be:
- approval of the reasonable adjustments
 - rejection of the application based on insufficient evidence
 - rejection of the application based on the reasonableness of the request, such as a request for specialist equipment
 - suggested alternative adjustments.

Reasonable adjustments appeals

24. Information about appealing the outcome of a reasonable adjustments application is set out in the CILEX Appeals Policy – CILEX Professional Qualification and the associated CILEX Appeals Procedure.

Policy review arrangements

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

Summary of changes between V1.2 and previous version
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| <ul style="list-style-type: none"> ▪ Amended definition of disabilities. |
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