



Reasonable Adjustments Procedure

CILEX Regulated Qualifications

Introduction

1. This procedure describes the way in which CILEX implements its Reasonable Adjustments Policy for the CILEX regulated qualifications listed in Appendix 1. This procedure should be read in conjunction with the Reasonable Adjustments Policy – CILEX Regulated Qualifications.

Scope

2. This procedure applies to CILEX learners, training providers, training provider staff and associated contractors, CILEX staff and contractors involved in the assessment and/or delivery of CILEX regulated qualifications.

Applying for reasonable adjustments

3. Learners who did not apply for reasonable adjustments when they registered for the qualification must ensure their application is submitted by the deadline set out in the Key Dates and Deadlines for the examination session.
4. An application for reasonable adjustments will apply to all examinations.
5. Learners should complete the online Reasonable Adjustments application in myCILEX.
6. Evidence to support the application must be uploaded with the application.
7. Training providers seeking to make an application on behalf of a learner should contact the CILEX Customer Service team. Training providers must have the learner's explicit written permission. CILEX reserves the right to request to see a copy of the learner's written consent.
8. Examples of the range and types of adjustments for which learners may apply is set out in Appendix 2. Other reasonable adjustments will be considered subject to the requirements set out in this procedure and the associated policy.

Supporting evidence requirements

9. Learners/training providers are responsible for submitting supporting documentation with the reasonable adjustments application to ensure that CILEX is able to provide appropriate support.
10. Supporting evidence must be sufficient, valid and reliable, from an appropriately qualified professional. Learners 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 learner's needs and the adjustments required. The reasonable adjustments required may vary depending on the type of assessment.
11. Appropriate supporting evidence may include:
 - A report from a medical, psychological or clinical professional.
 - A report from qualified staff engaged by the learner's training provider, for example, a Special Educational Needs Co-ordinator.

12. The report must state the name, title and professional credentials of the person who carried out the assessment of the learner and wrote the report. The report 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.
13. The report should be accurate about the learner'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 learner is affected by the disability.

Decisions on reasonable adjustments

14. Applications for reasonable adjustments with appropriate supporting evidence are considered in accordance with the Reasonable Adjustment Policy – CILEX Regulated Qualifications. The supporting evidence is used to assess the application.
15. 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.
16. Reasonable adjustments which have been approved are applied to all examinations.
17. Where appropriate, CILEX will liaise with the learner/training provider in order to put in place the approved reasonable adjustments, for example, in relation to arrangements for an access facilitator.

Decisions devolved to training providers

18. Training providers are responsible for deciding and putting in place reasonable adjustments for learners taking internal assessments (assignments) for the CILEX Legal Studies and Legal Secretaries qualifications.
19. Training providers must comply with the Reasonable Adjustment Policy – CILEX Regulated Qualifications when considering a learner's requests for reasonable adjustments.
20. In determining the adjustments required by a learner the training provider must ensure that the provision of the reasonable adjustments would not reduce the validity or reliability of the assessment or affect the assessment outcomes.
21. Training providers are required to retain records of reasonable adjustments (including decision records and evidence) on the learners' files for the duration of the programme and for 6 months after the learner completes the qualification (or withdraws from the qualification). CILEX may request access to these records for monitoring purposes.
22. Training providers should contact CILEX if they have queries relating to the provision of reasonable adjustments for the internal assessments.

Requirements for access facilitators

23. 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 learner’s tutor. However, there may be particular circumstances in which it is necessary to use the learner’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 learner be used as an access facilitator.
 - Learners will normally be required to sit assessments at their centre, workplace or similar venue if the use of an access facilitator is approved.
24. 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.
25. A learner should, wherever possible, have adequate practice in the use of a reader, scribe, prompter, as applicable.

Timelines

26. Reasonable adjustments for external examinations must be requested by the deadlines published on the CILEX website for the qualification.
27. CILEX will process applications for reasonable adjustments and notify learners of the outcome within 20 working days. CILEX reserves the right to extend this period if further evidence is required.

Retention of materials

28. CILEX retains reasonable adjustment applications and supporting evidence for 24 months.

Review arrangements

29. 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.
30. This procedure and the associated policy are also reviewed as part of CILEX ongoing quality improvement monitoring.

Summary of changes between V4.0 and previous version
Applying for reasonable adjustments section updated to reflect the application process
Decisions on reasonable adjustments section updated to reflect the application process

CILEX Regulated Qualifications:

CILEX Level 2 Award in Legal Studies
CILEX Level 2 Certificate in Legal Studies
CILEX Level 2 Diploma in Legal Studies
CILEX Level 2 Certificate for Legal Secretaries
CILEX Level 2 Diploma for Legal Secretaries
CILEX Level 3 Certificate for Legal Secretaries
CILEX Level 3 Diploma for Legal Secretaries
CILEX Level 3 Certificate in Law and Practice
CILEX Level 3 Diploma in Law and Practice
CILEX Level 6 Certificate in Law
CILEX Level 6 Diploma in Law and Practice
CILEX Level 6 Diploma in Legal Practice (Graduate Fast-track Diploma)

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 a learner'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, learners 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, a learner may be allowed supervised rest breaks during an assessment. Supervised rest breaks must be taken in the room in which the examination is being taken and the learner 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 examination duration to allow for rest breaks.

Use of access facilitators

Reader

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

For learners 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 a learner's dictated answers to the examination questions.

Prompter

Subject to the supporting evidence, CILEX may agree the use of a prompter. Prompters may be requested by learners 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 learners focused on the need to answer a question and then move on to answering the next question.

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 examination.