

**CILEx Reasonable Adjustments Policy and Procedures –
Competence Qualifications**

Policy name	CILEx Reasonable Adjustments Policy and Procedures – Competence Qualifications
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1. Introduction

This document sets out the CILEx Reasonable Adjustments Policy for competence qualifications only. Information about the CILEx Reasonable Adjustments Policy and Procedures for knowledge qualifications (including qualifications tested by formal examinations) is found in:

- *Reasonable Adjustments Policy and Procedures – Level 3 and Level 6 Professional Qualifications and Level 3 and 4 Legal Services Knowledge Qualifications*

2. Purpose

CILEx recognises that reasonable adjustments allow learners to show what they know and can do without changing the validity or demands of the assessment.

This policy sets out:

- the responsibilities of CILEx accredited centres in relation to reasonable adjustments;
- the responsibilities of CILEx learners in relation to reasonable adjustments;
- CILEx policy and procedures for reasonable adjustments for competence qualifications

3. Scope

This policy applies to CILEx centres accredited to deliver CILEx competence qualifications, CILEx learners undertaking CILEx competence qualifications and CILEx Awarding Organisation staff.

4. Reasonable Adjustments Definition

Reasonable adjustments are intended to assist learners to demonstrate their attainment without affecting or circumventing the assessment requirements. They are agreed before an assessment. They allow learners with disabilities or temporary injuries to access the assessment. Reasonable adjustments can be made to an assessment for a unit to alleviate or remove the effect of a disability or difficulty that places the learner at a substantial disadvantage, to enable them to demonstrate their knowledge, skills, competence and understanding to the levels of attainment required by the specification for that unit.

Reasonable adjustments must not affect the validity or reliability of the assessment outcomes.

5. Eligibility for reasonable adjustments

Learners will only be eligible for reasonable adjustments if their disability or difficulty places them at a substantial disadvantage in the assessment situation. Many of these learners will be defined as being disabled under the Equality Act 2010. A learner does not necessarily have to be disabled (as defined by the Equality Act 2010) to be entitled to reasonable adjustments to assessment. Every learner who is disabled will also not necessarily be entitled to or need an adjustment to assessment. Learners may have developed coping mechanisms which minimise or remove the need for reasonable adjustments.

6. Responsibilities of CILEx accredited centres to identify, determine and put in place reasonable adjustments

Centres are required, during the learner recruitment process, to ensure learners are fully conversant with the assessment requirements for a particular qualification.

During the enrolment and induction process, centres must assess learners to determine whether a learner may not be able to demonstrate attainment in all parts of the assessment for the qualification due to a disability or difficulty which would place the learner at a substantial disadvantage in the assessment situation. Centres are required to determine and discuss with the learner the reasonable adjustments required by the learner to alleviate or remove the effect of the disability or difficulty identified. Centres should consider the learner's normal way of learning, working and producing work as a basis for reasonable adjustments, provided that this compensates for the barrier caused by the disability or difficulty.

Centres are required to do what is 'reasonable' in terms of giving access to assessment. 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.

In determining the reasonable adjustments required by the learner, the centre must ensure that provision of the reasonable adjustments would not reduce the validity or reliability of the assessment or affect the assessment outcomes.

Any adjustment to assessment will be based on what the learner needs to access the assessment as detailed in supporting medical documentation or other specialist advice.

Centres are responsible for approving and setting in place the reasonable adjustments before the assessment activity takes place. The use of reasonable adjustments will not be taken into consideration during the assessment of a learner's work.

Centre staff should consider the follow points when determining reasonable adjustments:

- what arrangements are suitable for the unit / qualification,
- the learner's normal way of working,
- the details of how reasonable adjustments would work in an assessment,
- the evidence required by CILEx

The Head of Centre is responsible for ensuring:

- centre staff comply with the *CILEx Reasonable Adjustments Policy – Competence Qualifications*;
- reasonable adjustments are considered and processed in a fair, unbiased and transparent manner;
- reasonable adjustments decisions are based on clear evidence of a barrier to assessment.

Centre staff do not need to consult with CILEx, provided the reasonable adjustments comply with the assessment strategy, and the learner can present evidence of meeting the assessment criteria. The evidence the learner presents will be subject to formal assessment procedures, including internal and external quality assurance.

If there is any doubt about the acceptability or appropriateness of reasonable adjustments then the centre should consult their External Quality Assurer or CILEx before putting it in place.

7. Accredited centre failure to comply with the CILEx Reasonable Adjustments Policy

CILEx will take action, in accordance with its Centre Malpractice and Maladministration policy, against centres which do not comply with the *CILEx Reasonable Adjustments Policy – Competence Qualifications*.

Failure to comply with the Reasonable Adjustments Policy may include:

- failing to maintain records;
- approving reasonable adjustments which are not supported by appropriate evidence;
- failing to identify and approve reasonable adjustments for learners who are not able to demonstrate attainment in all parts of the assessment for the unit due to a disability or difficulty which places the learner at a substantial disadvantage in the assessment;
- implementing reasonable adjustments which compromise the validity and reliability of the assessment and the assessment outcomes.

8. Responsibilities of CILEx learners

CILEx learners are responsible for alerting accredited centres to any disability or difficulty that might put them at a disadvantage for their assessment. To assist the centre's appraisal of any support needed by a learner, a learner must provide the centre with any relevant medical information or similar evidence which establishes the range of support required by the learner. Learners should also work with the centre staff to allow the centre to fully evaluate the support required in relation to the specific qualification.

9. Types of reasonable adjustments

Reasonable adjustments will be governed by the individual needs of the learner and must not affect the integrity of what needs to be assessed. Reasonable adjustments may include:

- changing standard assessment arrangements, for example allowing learners extra time to complete an assessment activity;
- providing alternative forms of assessment to demonstrate attainment;
- adapting assessment materials, for example, assessment materials on coloured paper, assessment materials in large font;
- use of Information Communications Technology (ICT), for example, voice activated software;
- providing access facilitators during assessment, such as a reader or sign language interpreter;
- altering the physical environment to make it more accessible.

10. Reasonable adjustments enquiries and appeals

In the event that a learner is dissatisfied with the centre's handling of a reasonable adjustments request, learners must utilise the centre's enquiries and appeals policy. In the event that a learner is dissatisfied with the outcome of the centre's enquiries and appeals process, the learner may request that the Head of Centre makes a reasonable adjustments enquiry to CILEx on the learner's behalf.

In the event that the learner considers that CILEx has not handled their enquiry properly, the learner has the right to appeal. Information about reasonable adjustments enquiries and appeals is set out in *CILEx Enquiries and Appeals Policy – Competence Qualifications*.

11. Recording of reasonable adjustments

CILEx accredited centres are required to record reasonable adjustments approved for a learner on the Reasonable Adjustments Record form. All sections of the form must be completed including documenting the evidence which was considered to reach a judgement in relation to the reasonable adjustments approved for a particular learner.

The Reasonable Adjustments Record forms must be retained in the learner’s file by the accredited centre for 3 years.

12. Monitoring of reasonable adjustments

CILEx monitors the reasonable adjustments approved by its accredited centres to ensure that accredited centres comply with the CILEx Reasonable Adjustments Policy. The CILEx External Quality Assurer will monitor the reasonable adjustments put in place by accredited centres.

13. Useful contacts

For more information about the CILEx Reasonable Adjustments Policy, email awards@cilex.org.uk

14. Regulatory References

CILEx is required by Ofqual, Qualifications Wales and CCEA to demonstrate compliance with the General Conditions of Recognition.

This policy addresses the following General/Standard Conditions of Recognition:

C2.3h	require the Centre to undertake the delivery of the qualification required by the awarding organisation in accordance with Equalities Law
G6.1	For the purposes of this condition, Reasonable Adjustments are adjustments made to an assessment for a qualification so as to enable a disabled Learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the specification for that qualification
G6.2	An awarding organisation must, in accordance with Equalities Law, have in place arrangements for making Reasonable Adjustments in relation to qualifications which it makes available
G6.3	An awarding organisation must publish details of its arrangements for making Reasonable Adjustments, which must include details as to- (a) how a Learner qualifies for a Reasonable Adjustment, and (b) what Reasonable Adjustments will be made.