

■ Leadership
■ Skills
■ Foundation

Reasonable Adjustments Policy



Reasonable Adjustments Policy

The scope of this policy

This policy relates to disabled learners/delegates that may require reasonable adjustments to be able to access assessment for the Leadership Skills Foundation qualification they are registered on.

The policy outlines:

- our arrangements for making reasonable adjustments in relation to our qualification assessment;
- the responsibility of centres in informing us of when reasonable adjustments to assessment will be applied;
- guidance for centres and learners/delegates on how reasonable adjustments to assessment can be applied;
- the reasonable adjustments that can be applied to assessment.

Through this policy, the Leadership Skills Foundation seeks to support learners/delegates with diverse needs (e.g. special education needs) to have fair access to assessment on our qualifications that they are registered on. This complies with all current and relevant legislation in relation to the development, delivery, assessment and quality assurance for our qualifications. This includes, but is not limited to, section 53 of the Equality Act 2010.

The definition of reasonable adjustments

Assessment should be a fair test of learners'/delegates' knowledge and what they are able to do, however, for some learners the usual format of assessment may not suit their needs.

A reasonable adjustment is any action that helps to reduce the barriers to accessing assessment that a disabled person may face and that could place learner/delegate at a substantial disadvantage in the assessment.

The provision for reasonable adjustments is made to ensure that learners/delegates receive recognition of their achievement so long as the equity, validity and reliability of the assessments and the qualification objective can be assured. Such arrangements are not adaptations to make assessment easier for learners/delegates.

What is not in the scope of this policy

Scenarios where a learner/delegate is unable to access or complete an assessment due to them experiencing a temporary situation outside of their control (e.g. an illness or injury). In such circumstances, please refer to our Special Considerations Policy for guidance.

Applying reasonable adjustments to assessment

Reasonable adjustments can be made to some or all of the assessment for a qualification to enable a disabled learner/delegate to demonstrate their knowledge, skills and understanding for a qualification.

As long as the reasonable adjustment does not affect the integrity or validity of the qualification's objective, they may involve the any of the following examples (this list is not exhaustive):

- changing usual assessment arrangements, for example allowing a learner/delegate additional time to complete the assessment activity;
- adapting assessment materials (e.g. providing materials in Braille);
- adapting the method of assessment (e.g. using verbal question and answer activities rather than written assessment);
- providing assistance during assessment, such as a sign language interpreter or a reader;
- re-organising the assessment area (e.g. removing visual stimuli for an autistic learner);
- using assistive technology, such as screen reading, or voice activated software.

The responsibility of the centre

The centre should take all reasonable steps to ensure all centre staff involved in the management, administration, delivery, assessment and quality assurance of our qualifications or awards are made aware of this policy, its contents and the possible implications on the centre if reasonable adjustments are not applied correctly, consistently or fairly by a centre.

In addition, the centre must have an internal reasonable adjustments policy and associated procedures to ensure that learners/delegates can fairly access assessment for our qualifications. This should reflect the principles and guidelines of this policy.

If a centre is still unsure they **must** contact the Quality Assurance team at the Leadership Skills Foundation to discuss the best methods to use to ensure that the assessment remains valid.

Reasonable adjustments should be approved or set in place before the assessment activity takes place. They constitute an arrangement to give the learner/delegate access to assessment rather than an adaptation during or following the actual delivery of assessment. The use of a reasonable adjustment may not be taken into consideration if it is received during or after the assessment.

Process for applying reasonable adjustments to courses

As part of the centre approval or other quality assurance engagements, the centre manager will be asked to indicate whether reasonable adjustments to assessment are likely to be needed for the courses intended to be delivered.

If reasonable adjustments are likely, the Quality Assurance team member will note the intention to use reasonable adjustments on the centre records at this stage and advise the centre on whether a separate, specific reasonable adjustment request will be needed.

Guidance will be made available to centres at this stage so that learners/delegates can be supported at the outset of the course.

If a centre needs to request specific reasonable adjustments to assessment they are required to complete a [Reasonable Adjustment Request Form](#). The information needed could include details of:

- the learner(s)/delegate(s) that the adjustment applies to;
- the reason for applying reasonable adjustments to the assessment;
- the courses that the reasonable adjustment is required for;
- how evidence will be generated and assessed.

If possible, requests for specific reasonable adjustments should be submitted **no later than 20 working days** before the assessment. If there are fewer than 20 days between the course application date and the planned date for assessment, the request should be made on application.

Leadership Skills Foundation response to a request for reasonable adjustments

The Leadership Skills Foundation will respond to all requests within **five working days** of receipt of the request. If a request is complex or involves people who are not available at the time, this may be extended and we will notify the centre manager.

Reviewing a request

The Leadership Skills Foundation are only required by law to do what is 'reasonable' in terms of giving access.

Requests for reasonable adjustments are reviewed and considered against the following:

- The individual circumstances of the reasonable adjustment request.
- Whether the cost of the adjustment for us and/or the centre is reasonable.
- The adjustments impact on the validity of the assessment and/or qualification.
- The practicality and effectiveness of the adjustment.

- Other factors, such as the need to maintain competence standards and health and safety.

If the application for reasonable adjustments is approved, the details of the reasonable adjustment will be communicated to the centre and the centre can apply the reasonable adjustment to the assessment.

In some circumstances, the Leadership Skills Foundation may offer alternative instructions of how to apply the reasonable adjustment than those requested. This will be done to ensure the qualification assessment remains valid.

Not approving a request

In some circumstances, applying a reasonable adjustment to assessment may not be possible. If this is the case, the Leadership Skills Foundation will communicate this to the centre and provide a rationale for the decision.

Requests for reasonable adjustments are unlikely to be approved in circumstances when it:

- involves unreasonable costs to us or the centre;
- involves unreasonable timeframes;
- effects the validity of the assessment;
- effects the validity of the assessment in relation to the qualification objective.

Where possible, we will support the centre to find an alternative reasonable adjustment to the assessment.

Appealing against the decision not to approve a reasonable adjustment

If a centre disagrees with the Leadership Skills Foundation's decision not to approve a reasonable adjustment, they should appeal in accordance with the Appeals Policy.

Policy review arrangements

The Leadership Skills Foundation will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to centre, learner/delegate and third party feedback or requests from, or good practice guidance issued by, the regulatory authorities.

Contact us

If you would like to feedback any views, please contact the Leadership Skills Foundation via policies@leadershipskillsfoundation.org or in writing to Leadership Skills Foundation, Loughton Lodge, Bradwell Road, Milton Keynes, MK8 9LA.

A graphic consisting of three white rectangular blocks of increasing size, arranged in a staircase pattern from the bottom-left towards the top-right. The background is a solid light green color.

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