

This policy will ensure that all learners accessing assessments are given the same opportunities to succeed regardless of any difficulties they face. Section 53 of the Equality Act 2010 says that awarding bodies must not discriminate, harass or victimise when conferring vocational qualifications. Awarding bodies have a duty to make reasonable adjustments.

Reasonable adjustments could include (but are not limited to) providing a reader, a scribe, additional time, BSL translation or coloured paper. Adjustments will be either for a specific reason, e.g. the learner has had an accident or illness; **or** should be what is considered the learner's "normal way of working". Requests for adjustments must be made to SIAS using the appropriate form (RAR0062) at least one month prior to the expected assessment date and a judgement will be made as to whether the adjustments are indeed reasonable and will not affect the result of the assessment. A copy of the apprentice's EHC/Statement of Additional Needs must be attached to the request.

All requests will be considered individually, taking into account several factors, including: whether the learner is able to complete normal daily tasks associated with their job; if they are able to handle any necessary tools; if completing the assessment whilst impaired (even with adjustments) would put the learner at a disadvantage; if the adjustment offers the learner an unfair advantage over other candidates.

If there is a cause for adjustments to be made on the day of the assessment (e.g. in the case of accident or illness) then form RAR0064 should be sent to SIAS immediately after the assessment (within 48 hours) so that a decision can be made as to whether the result of the assessment should stand. Any adjustment must not affect the security or integrity of the assessment; adjustments should not put in jeopardy the safety of the learner or any other person.

All requests for reasonable adjustments must be signed by the external assurer and employer to endorse the fact that the assessment is still valid and the adjustments will not affect the learner's ability to carry out their job or the outcome of the assessment.

On completion of an assessment in which adjustments were provided, the external assurer should send form RAR0063 to SIAS to confirm that the assessment was carried out correctly.

If an assessor or employer feels that even with adjustments the learner would be at a disadvantage, the assessment should be cancelled and re-scheduled for a time when the learner is able to carry out the tasks e.g. when recovered from injury or illness. In this case the assessor/ external assurer should inform SIAS immediately that the assessment has been postponed.

This policy and procedure will be reviewed annually as part of the self-assessment and quality assurance of SIAS; based on this review or on feedback from learners, assessors or external agencies revisions to the policy and procedure will be made as necessary.