

# POLICY FOR CANDIDATES REQUIRING REASONABLE ADJUSTMENTS

**A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.**

Wine Language Co. Ltd (WLCL) seeks to conduct the assessment of all candidates in a way that puts them at no disadvantage, or advantage, over other candidates.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- Changing standard assessment arrangements, for example allowing candidates extra time to complete the assessment activity
- Adapting assessment materials, such as providing materials in large text format
- Providing access facilitators during assessment, such as sign language interpreter or reader
- Re-organizing the assessment room, such as removal of visual stimuli for an autistic candidate

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the candidate access to qualification. The use of reasonable adjustments will not be taken into consideration during the assessment of a candidate's work.

WLCL will identify at the time of candidate registration any special assessment needs which require reasonable adjustments to be made for examination purposes.

WLCL will inform the Awarding Body at the earliest opportunity so that appropriate arrangements can be made. Out of fairness to all candidates, evidence of the individual circumstances giving rise to the request will be produced.

The specific arrangements for the examination process itself, or for marking, will be agreed in each case between WLCL and the Awarding Body, and will vary according to individual circumstances. The Awarding Body reserves the right to seek the advice of independent agencies as appropriate in coming to a decision on specific arrangements. WLCL may not offer Reasonable Adjustments to any candidate until this has been agreed with the Awarding Body.

Due notice is required in order for appropriate arrangements to be agreed and put into place. The period of notice required is at least 4 weeks prior to the examination date.

Candidates and their advisors should also be aware that it is not appropriate to make requests for special arrangements where candidate's particular difficulty directly affects the performance in the actual attributes that are the focus of the assessment.

It should be noted that reasonable adjustments will not give unfair advantage over candidates for whom reasonable adjustments are not being made, or alter the assessment demands of the qualification as detailed in the qualification specification.