



Business & Computing Examinations (BCE)

Suite 404 Albany House, 324-326 Regent Street
LONDON W1B 3HH

Tel/Fax: 44 207 929 7275

Reasonable Adjustment Policy

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This policy is to be reviewed in October 2012

Reasonable Adjustments Policy

The BCE recognise its responsibilities as an awarding body for individuals with learning difficulties or disabilities. In implementing this policy, the Examination Board aims to ensure that no candidate is treated less favourably than others on the grounds of such difficulties or disabilities.

In May 2001 the government passed the Special Educational Needs and Disability Act, which amended the DDA (1995) in several ways. There are two main requirements of law which affect institutions:

- “responsible bodies must not treat a disabled person ‘less favourably’ than a non-disabled person for reasons related to his/her disability, without ‘justification’”
- “responsible bodies are required by law to make ‘reasonable adjustments’ to ensure that a disabled candidate is not placed at a ‘substantial disadvantage’.”

The new legislation came into force from 1st September 2002 and it is now incumbent on every educational establishment to make reasonable adjustments for candidates with disabilities.

Business & Computing Examinations wish to adhere to all legislations that relates to race, gender, disability and special educational needs as well as providing equal access to assessment for all candidates. This will include:

- The Race Relations Act Amendment
- The Disability Discrimination Act
- The SEN and Disability Rights in Education bill
- The Human Rights Act

Assessment must be a fair test of a candidate’s knowledge and what they are able to do; however, for some candidates the usual assessment may not be suitable. The Awarding Body will aim to make reasonable adjustments when a studying member is placed at a disadvantage to others with regard to tuition and assessment, due to a learning difficulty or disability.

Disability – Reasonable Adjustment

The Awarding Body is able to offer reasonable adjustments to those studying members who are considered to have a physical or mental impairment that is likely to last for more than one year. Evidence must be provided, which should ideally include medical reports. **The Awarding Body must be notified at least six weeks before the date of the examination, in order to be able to make any reasonable adjustments.** All applications from studying members will be considered on an individual basis by the Awarding Body.

Special Consideration – Reasonable Adjustment

The Awarding Body is able to offer reasonable adjustments to those studying members who are considered to have a physical or mental impairment that is likely to last for less than one year. Evidence must be provided, which should ideally include medical reports.

Examples of temporary disability include broken limbs, mental impairment, long-term sickness, or recovery from a serious operation. **The Awarding Body must be notified at least six weeks before the date of the examination, in order to be able to make any reasonable adjustments.**

Business & Computing Examinations recognises that a special assessment may be required at the time of the assessment where:

- Candidates have a paramagnet disability or specific learning need
- Candidates have a temporary disability or medical condition
- Candidates are unable to conduct the practical assessment due to illness or injury

Evidence Requirements

Candidates who request special assessment arrangements must provide suitable evidence of their learning needs or medical conditions.

The following solutions are applied as follows:

1. **Candidates with reading/writing or learning difficulties**
 - Use of reader and/or scribe
 - Use of assistant
 - Use of modified print/paper colour
 - Extra time can be allocated (up to 25% of original assessment time).
2. **Candidates with hearing difficulties**
 - Use of interpreter
 - Use of suitable aids (recommended for the hearing impaired)
 - Extra time can be allocated (up to 25% of original assessment time).
3. **Candidates whose first language is not English**
 - Use of dictionary
 - Extra time can be allocated (up to 25% of original assessment time).

Mitigating circumstances

Candidates can not enter a plea for these circumstances solely on the grounds of learning difficulty or disability. These needs will have to be declared prior to the assessment.

Candidates will be offered the opportunity to complete their assessment within 1 to 2 months of the original assessment.

What might be considered as *unreasonable* adjustment?

- The provision of unlimited time in examinations would generally be considered an unreasonable adjustment. The amount of additional time allowed must be justifiable based on the nature and degree of the individual's difficulties
- Reduced workloads are unreasonable in that they could be seen as lowering standards
- Extreme demands on invigilators' time would be viewed as unreasonable.

Candidates need to complete either the **Application for Reasonable Adjustment** or **Application for Special Consideration Form** (which ever is applicable).