



Reasonable adjustments Policy

Learners who have a permanent or temporary disability, specific learning needs or medical condition might need extra support to help them complete the programme. In order to make sure that their result reflects their achievement in the assessment, they might also need a different assessment method or an adaptation to the usual one. We cannot change the assessment standards or criteria, but we can take action to give any learner a fair and equal chance of demonstrating their knowledge, skills and understanding to achieve the assessment standards.

What is 'reasonable' will depend on the individual circumstances, the impact of the disability on the individual, cost implications and the practicality and effectiveness of the adjustment.

Adjustments to assessment must:

- Not make the assessment easier
- Not give the learner an unfair advantage
- Be based on the individual need of the learner
- Be auditable and capable of being internally and externally quality assured
- Preferably reflect the learner's normal way of working
- Give a realistic indication to a potential employer of what the holder of the certificate can do.

The flexible nature of ILM's qualifications and programmes means that reasonable adjustments can normally be made. Reasonable adjustments may involve:

- Changing standard assessment arrangements, e.g. allowing learners extra time to complete the assessment where centres give a deadline
- Adapting assessment materials, e.g. providing materials in Braille
- Providing facilitators during assessment, e.g. a sign language interpreter or a reader.

We may need to ask for prior approval from ILM prior to assessment activity involving certain adjustments (other than those listed below). Such requests must be made at least 10 working days in advance of the intended use of the assessment activity. Reasonable adjustments must be approved by ILM before the assessment activity takes place.

No prior approval is needed for:

- Using a signer, reader or writer
- Allowing extra time to complete an assessment
- Using coloured overlays, mechanical or electronic aids
- Assessment documentation with large print, Braille or similar.

NB no adjustment is made to the standards or criteria against which a learner is assessed. Adjustments only refer to the means by which evidence is sought and/or provided.

Policy last reviewed 20/04/2016 Next review due by 20/04/2017