

# British Safety Council

## Reasonable Adjustments Policy



### What is a reasonable adjustment?

A reasonable adjustment is an adjustment made to an assessment for a qualification to enable a disabled learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the specification for that qualification.

Learners may require a reasonable adjustment for a variety of reasons including a permanent or temporary disability or medical condition.

The British Safety Council ensures that any reasonable adjustment:

- reflects the current needs of the learner and, as far as is reasonably possible, his or her usual method of working;
- allows the learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the specification;
- does not give the learner an unfair advantage compared to learners for whom reasonable adjustments are not being made;
- maintains the validity, reliability, comparability, manageability and integrity of the assessment;
- takes account of current legislation in relation to equality of access to assessment.

### What reasonable adjustments can be made?

The following are examples of reasonable adjustments the British Safety Council can make. It is not an exhaustive list. Reasonable adjustments are determined on a case-by-case basis.

- Additional time – a learner may be allowed extra time if he/she has a condition which affects their speed of processing.
- Supervised rest breaks – a learner may be allowed supervised rest breaks if there is a demonstrated need.
- Modifications to the presentation of assessment material – for example, an enlarged examination question paper for a learner with visual impairment.
- Use of a bilingual dictionary – if a learner's first language is not English a learner may apply to use a bilingual dictionary.
- Alternative ways of presenting learner responses – where there is evidence of need, a learner may present their responses in an alternative form, e.g. typed or verbal response.
- Reader – where there is evidence of need, a reader may read to a learner all or part of the assessment material.
- Scribe – where there is evidence of need, a scribe may write down or type a learner's dictated response.

## **How to apply for a reasonable adjustment**

Learners requiring a reasonable adjustment must contact their centre at the earliest opportunity and (except in the case of a sudden disability or medical condition) at least three weeks before the date of the assessment.

In turn, the Centre must submit a Reasonable Adjustment Application Form to the British Safety Council at the earliest possible opportunity and (except in the case of a sudden disability or medical condition) at least two weeks before the date of the assessment.

The application should include the nature of the learner's disability or learning need, reasonable adjustment requested and supporting evidence (e.g. doctor's letter).

Centres may contact the Qualifications Team for advice and guidance on applying for a reasonable adjustment.

Upon receipt of a request for a reasonable adjustment, the Qualifications and Compliance Manager will decide whether to grant approval and the arrangements that can be put in place to meet the needs of the learner.

An application for a reasonable adjustment may be dismissed if there is insufficient time to permit the necessary arrangements to be made.

If the request for a reasonable adjustment is approved, the centre will be informed in writing of the arrangements that can be made. If the request is not approved, the centre will be provided with a reasoned response. It is the centre's responsibility to pass this information on to the learner.

## **Right of appeal**

Centres and learners may appeal against the British Safety Council's decisions regarding reasonable adjustments. Further information can be found in the British Safety Council's Result Enquiries and Appeals Policy.

## **Contact details for this policy**

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