

CIEH and HABC REASONABLE ADJUSTMENTS POLICIES – downloaded from the procedures manuals

## HABC1. Introduction

1.1 Reasonable Adjustments may be granted in circumstances which address and help to reduce the effect of a disability or difficulty which would substantially disadvantage a candidate during an examination or assessment situation.

## 2. Identification of Candidates' Needs

2.1 Any adjustment should be based on the individual candidate's need to access the assessment. Centres have a responsibility to provide effective procedures for the identification of candidates' needs which comply with the requirements of Disability and Discrimination Legislation.

### 2.1.1 Centres should:

2.1.1.1 Identify more candidates having or likely to have difficulties accessing assessment.

2.1.1.2 Advise candidates to make any adjustment needs known to Centre staff at the earliest opportunity.

2.1.1.3 Centre staff should decide in conjunction with the candidate what adjustment may be required.

2.1.1.4 When identifying the adjustment(s) necessary, the Centre should take into consideration the candidate's normal way of working and how previous assessment has been made during teaching, as well as the assessment requirements of the qualification.

2.1.2 Once the appropriate adjustment has been identified, it should be documented for audit purposes.

2.1.3 Any application for Reasonable Adjustment must be supported by evidence which is valid, sufficient and reliable.

2.1.4 If the Reasonable Adjustment is permitted at the discretion of the Centre, Form RA 1 must be completed and submitted to HABC at the

end of each quarter. Form RA 1 can be found at Annex 19 of the Core Manual.

2.1.5 All Approved Centres will be provided with a list of Sources of Additional Information with details of numerous organisations which may be able

50

to assist candidates with disabilities/Reasonable Adjustments. The document can be found in Annex 23 of the Core Manual. Details are also available on the HABC website.

2.1.6 A candidate with a Statement of Special Educational Needs is not automatically eligible for Reasonable Adjustment. The candidate's needs would be identified to ensure that the demands of the qualifications are taken into account.

2.1.6.1 Refer to 'First Aid – ACOP Page 9' for full details on information for Special Needs (Mentally and Physically able)

### 3. Categories of Need

3.1 The following types of Reasonable Adjustments are relevant to the categories of need listed below:

#### 3.2 Physical Environment

The provision of:

3.2.1 A reader, writer or interpreter according to individual need

3.2.2 Suitable mechanical or electrical aids

3.2.3 An alternatively formatted question paper, e.g. with enlarged print, or different paper colour. Extra 25% assessment time allowance

#### 3.3 Visual Impairment

The provision of:

3.3.1 A reader, writer or interpreter according to individual need

3.3.2 Suitable mechanical or electrical aids

3.3.3 An alternatively formatted question paper, e.g. with enlarged print, or different paper colour. Extra 25% assessment time allowance

### 3.4 Hearing Impairment

The provision of:

3.4.1 A communicator and/or interpreter

3.4.2 Appropriate mechanical or electrical devices

3.4.3 Any additional aids as recommended by a specialist teacher of the deaf

3.4.4 Extra 25% assessment time allowance

51

### 3.5 Learning Difficulties

The provision of:

3.5.1 A reader/and/or writer

3.5.2 Audio visual aids according to candidate's need

3.5.3 Extra 25% assessment time allowance

### 3.6 Medical Conditions

3.6.1 Arrangements to be made according to candidate's individual need.

3.6.2 Extra 25% assessment time allowance

### 3.7 English as a second/additional Language

The provision of:

3.7.1 A non-electronic bilingual dictionary.

3.7.2 A reader and/or writer

3.7.3 Extra 25% time allowance

## 4. Language Translators

4.1 Please note that HABC do not allow the use of translators to assist candidates who do not speak, write or understand English.

4.2 HABC do however allow the provision of a Reader and/or Writer for candidates who do not speak English as their first language, as well as the use of translation dictionaries. Centres wishing to provide these reasonable adjustments must

notify HABC prior to the assessment taking place and in accordance with procedures stated in section 9 of this document.

## 5. Translated Examination Papers

5.1 HABC will be producing translated papers across our range of qualifications in a selection of different languages. For more information and to register your interest in translated papers, please visit the Translation Request webpage on the HABC website, which can be found at the following link:

<http://www.highfieldabc.com/approved/centrelangsummary.aspx>

5.2 For further details on any of the above, please contact HABC on 0845 226 0350 or e-mail your Account Manager directly

## CIEH Procedure – Reasonable adjustment

### Introduction

1.1 The Chartered Institute of Environmental Health (CIEH) is committed to providing all candidates with an equal opportunity to achieve qualifications through the provision of alternative assessment arrangements where necessary.

1.2 Inequality may arise through:

- a permanent or long-term disability or specific learning need
- a temporary disability, medical condition or specific learning need
- indisposition at the time of the examination/assessment
- English being a second, or additional, language.

### 2 Centre responsibilities

#### 2.1 General responsibilities

2.1.2 Centres should:

a decide during the recruitment process that candidates are ultimately capable of meeting the requirements of the qualification

b identify any candidate requirements and give due consideration as to how they might affect successful completion of the qualification

c diagnose the requirements of each candidate individually, making use of specialist advice where necessary and advise candidates accordingly

d agree with the candidate prior to commencing the course the adjustments that are required

e ensure that the candidate is adept in the use of the special arrangements

f ensure that suitably qualified personnel check that the evidence is current and relevant to the candidate

g ensure that all records and evidence relating to reasonable adjustments are kept for three years following certification.

#### 2.2 The principle of reasonable adjustment for assessment

2.2.1 Any reasonable adjustment for assessment must ensure that the candidate can still present evidence which:

- meets the specification
- allows assessment
- does not unfairly advantage the candidate.

#### 2.3 Notification of reasonable adjustments

2.3.1 With regard to the categories of need listed below in Section 2.4, centres can make the reasonable adjustments without making a formal application to the CIEH providing they have the authorisation of the Main Centre Contact. However, Customer Services must be notified of the arrangements agreed with all candidates using the 'Notification of reasonable adjustments' form.

2.3.2 This completed form should be attached to the relevant batch of answer information sheets/examination papers when they are sent to Customer Services for marking.

2.3.3 On receipt, Customer Services will review each case. In the event of reasonable adjustments being made inappropriately, Customer Services will write to the centre. Centres may appeal against this decision, in writing, within 28 days.

2.3.4 For any considerations not specified within the guidelines of this document, requests must be submitted to Customer Services for special consideration prior to the examination date using the 'Request for special consideration' form.

## 2.4 Categories of need and accompanying reasonable adjustments

### 2.4.1 Physical impairment

The use of:

- a reader and/or writer and/or interpreter
- suitable mechanical/electronic aids
- an alternatively presented question paper, e.g.

enlarged or modified print, paper colour.

Extra 25% time allowance.

### 2.4.2 Visual impairment

The use of:

- a reader and/or writer and/or interpreter
- suitable mechanical/electronic aids
- an alternatively presented question paper, e.g.

enlarged or modified print, paper colour.

Extra 25% time allowance.

### 2.4.3 Hearing impairment

The use of:

- a communicator and/or interpreter
- suitable mechanical/electronic aids

- any additional aids as recommended by a specialist teacher of deaf people.

Extra 25% time allowance.

#### 2.4.4 Learning difficulties (e.g. dyslexia )

The use of:

- a reader and/or writer
- audio/visual aids as appropriate to the needs of the candidate
- an alternatively presented question paper, e.g. enlarged or modified print, paper colour.

Extra 25% time allowance.

#### 2.4.5 Medical conditions

- Individual arrangements as appropriate to the candidate's needs.

Extra 25% time allowance.

#### 2.4.6 English as a second, or additional, language The use of:

- CIEH foreign language examination papers
- a non-electronic bi-lingual dictionary
- a reader and/or writer.

Extra 25% time allowance

### 3 Readers and writers

#### 3.1 General responsibilities of readers and writers

3.1.1 A reader/writer is a person who, on request, will read/write for the candidate:

- all or any part of the examination/assessment paper
- any part/all of the candidate's answers.

3.1.2 A reader may also act as a writer and vice-versa.

3.1.3 The use of a reader/writer should neither advantage the candidate unfairly nor disadvantage the candidate further.

3.1.4 The reader/writer should not normally be the candidate's course trainer or a subject specialist, but there may be circumstances where this is unavoidable. In such cases, it should be noted in the relevant place on the 'Notification of reasonable adjustment' form. On no account should a relative, colleague or friend of the candidate be used as a reader/writer.

3.1.5 Readers and writers must not in any way attempt to modify either the content of the answers given by candidates or any of the specific qualification requirements.

3.1.6 It is recommended that prior to undertaking the examination/assessment the candidate, wherever possible, should have had practice with a reader/writer.

3.1.7 Candidates using the services of a reader/writer should be accommodated separately to avoid disturbing other candidates. However, several such candidates attempting the same paper may be accommodated together in the same venue.

3.1.8 During the examination/assessment the reader/writer must not give any factual help to the candidate nor offer any suggestions concerning which questions to attempt, when to move on to the next question or in which order the questions should be answered.

3.1.9 Both readers and writers are responsible to the Main Centre Contact.

3.1.10 Invigilators may not act as either a reader or a writer.

3.1.11 It should be noted that failure to comply with any of these guidelines could result in the candidate being disqualified.

### 3.2 Further guidance to centres using readers

3.2.1 Candidates may be assisted by the services of a reader if they have either a long-term or a temporary disability that prevents them from completing the examination/assessment in the usual way.

3.2.2 The reader should be a responsible adult who is able to read accurately and at a reasonable rate.

3.2.3 The reader may read the same question(s) as often as requested providing it is within the time allowed.

3.2.4 The spelling of a word can be given only if it is requested.

### 3.3 Further guidance to centres using writers

3.3.1 Candidates may dictate answers to writers if they have either a long-term or a temporary disability that prevents them from completing the examination/assessment in the usual way.

3.3.2 The writer should be a responsible adult who is able to produce an accurate record of the candidate's answers and who can write legibly and at a reasonable speed.

3.3.3 The writer should at all times write down answers exactly as they are dictated.

### 3.4 Guidance to centres using communicators for hearing-impaired learners

3.4.1 Arrangements for the use of a communicator will be made by the Main Centre Contact in consultation with a teacher of deaf people or local advisory service as appropriate.

3.4.2 The communicator must be a qualified teacher of deaf people and should work in accordance with the guidelines specified in the 'The Language of Examinations' booklet

produced by The British Association of Teachers of the Deaf or guidelines produced by The National Association for Tertiary Education of the Deaf.

3.4.3 The communicator should be a responsible adult known by the candidate but must not be a relative, colleague or friend of the candidate.

3.4.4 The role of the communicator is primarily to be available to interpret when requested to do so by the candidate.

3.4.5 A note detailing the communication method employed should be entered on the 'Notification of reasonable adjustment' form.

3.4.6 It should be noted that failure to comply with any of these guidelines could result in the candidate being disqualified.

### 3.5 Guidance to centres using overwriters for hearingimpaired candidates

3.5.1 Overwriting should be carried out by a qualified teacher of deaf people and should work in accordance with the guidelines specified in 'The Language of Examinations' booklet produced by The British Association of Teachers of the Deaf or similar guidelines produced The National Association for Tertiary Education of the Deaf.

3.5.2 Overwriting must commence as near as is possible to the examination start time.

3.5.3 Overwriting should be in pen on the candidate's paper or, if extensive modifications are necessary, then a separate paper with the answers written in full should be attached by staple to the original question paper. However, for full clarity, it is recommended that these be typed/word processed on a separate piece of paper and attached by staple to the original question paper.

3.5.4 Carrier language only may be overwritten, i.e. general English phraseology, not technical language.

3.5.5 A subject expert should be available for consultation in case of doubt about any technical terminology contained within the question paper. However, care must be taken to retain the original emphasis of the question.

3.5.6 It should be noted that failure to comply with any of these guidelines could result in the candidate being disqualified.

### 3.6 Guidance to centres on the use of computers

3.6.1 The use of computers by candidates with disabilities may be necessary as the primary means of communication. The use of the term 'computer' refers specifically to word processors, personal computers (PCs) and other microprocessor controlled devices producing output in text, graphics or diagrams. The following guidelines should be observed:

3.6.2 Higher level candidates with disabilities may be permitted to produce their answers via a computer in those cases where the disability means they are not able to produce their answers in the usual way.

3.6.3 Where a computer has been used, the centre may be asked to supply additional information concerning the means used by a candidate(s) to answer particular questions.

3.6.4 The computer must be used solely by the candidate who is the subject of the access arrangements and not by someone acting on the candidate's behalf. The candidate must therefore be proficient in the use of the computer and its software.

3.6.5 Checks should be carried out to ensure that the computer is working correctly at the time of the examination/ assessment.

3.6.6 The candidate must only have access to those facilities that have been agreed in advance. Similarly, candidates must not be able to gain access to existing files, documents, web pages etc. that could give them an unfair advantage. The invigilator is responsible for ensuring no malpractice occurs in the use of the computer.

3.6.7 Candidates using computers in circumstances where their use may distract other candidates should be accommodated separately in order to undergo their formal examinations/assessments.

3.6.8 Candidates should be strongly recommended to frequently save their work.

3.6.9 The printing of answers may take place after the time allowed for the examination/assessment has expired. The candidate should be present in order to verify that his/her printing is complete.

3.6.10 Then finally the system must be cleared of all work.