

Reasonable Adjustments for Examinations and Assessments

Introduction

The Equality Act 2010 requires the FSRH to provide reasonable adjustments for people with a disability in the provision of its services, in order that people with a disability are treated fairly. The need to make a reasonable adjustment arises when a disabled person is put at substantial disadvantage to a person who is not disabled.

The FSRH is committed to ensuring that people with a disability are not disadvantaged in accessing its services. To this end the FSRH will make reasonable adjustments for people with disability and this document sets out our policy on reasonable adjustments for examinations and assessments.

A 'reasonable adjustment' is any practicable adjustment made to any FSRH physical feature, provision, criterion or practice which removes or reduces substantial disadvantage in accessing that service to a person with a disability. The aim of reasonable adjustments for examinations and assessment is to enable candidates with disability to demonstrate their abilities by making adjustments to standard forms of assessment. The important fact to acknowledge is that the adjustment does not change the purpose of the assessment but may alter the form.

Policy

When considering requests for reasonable adjustments the following principles will apply:

- a. A reasonable adjustment for a particular person may be unique and how reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate.
- b. A range of factors are taken into consideration when deciding whether an adjustment is 'reasonable' under the Equalities Act (2010) which includes: how effective the adjustment will be in preventing disadvantage to you, whether it is reasonably practicable to make the adjustment, whether the Faculty has the resources to make the adjustment, whether an adjustment would affect the security or integrity of the examination or assessment.
- c. The needs and circumstances of each candidate are different. The Faculty will consider any request for a reasonable adjustment on a case by case basis and not make assumptions about what a disabled candidate needs.
- d. The format of the examination will also have a bearing on whether a requested reasonable adjustment is permissible. The competence level of the examination cannot be altered.
- e. The Faculty reserves the right to seek independent advice to ensure any adjustment or arrangement are appropriate and in accordance with any applicable legislation.
- f. In most cases the Faculty will try to accommodate the reasonable adjustment(s) asked for by a candidate. If the Faculty cannot provide the adjustment asked for the reasons for this will be explained to the candidate and where possible alternative adjustments will be offered.

- g. Under no circumstances will the Faculty pass on the costs of an adjustment to a candidate.

Procedure - Submitting request for reasonable adjustments

- It is the candidate's responsibility to understand and adhere to all aspects of the Policy and its process.
- Candidates wishing to request reasonable adjustments must notify the Education & Training team in writing using the reasonable adjustments request form and include copies of original medical documentation.
- Requests should be made at the time of registration for an examination/qualification and no later than 8 weeks before the examination or assessment. The Faculty may not be able to accommodate a reasonable adjustment request if there is insufficient time between receiving the request and the examination date.
- Upon receipt of a reasonable adjustment request the Faculty may request additional evidence if deemed necessary. Evidence should provide relevant information of the nature and extent of the disability and confirm that without reasonable adjustments the candidate would be at a substantial disadvantage.
- When supplying assessment reports in the case of dyslexia, the assessment should have completed at the age of 16 years or over.
- Candidates are required to submit supporting evidence for each examination or assessment registration. Evidence will be deleted after the examination has taken place in line with FSRH Data Retention Schedule.
- It is the candidate's responsibility to specify which of the recommended adjustments within their documentary evidence they require for the decision of the Faculty in each application.
- The Education Development Officer, Education Development Manager and relevant Committee Chair and Exam Convenor will review the application.
- The Faculty will confirm the decision in writing within 14 working days of receiving the request.

Appeal decision of reasonable adjustment request

- The FSRH is committed to providing services to a high standard and in a way that is fair and non-discriminatory. If an applicant for reasonable adjustment(s) is dissatisfied with the FSRH response to a request for reasonable adjustments they may contact the Chair of Education Strategy Board in writing within 14 working days of receiving the outcome and explain reasons for their dissatisfaction. The Chair will review the complaint within two weeks of the receipt of the complaint.