

RECAO

Policy Document

Reasonable Adjustments Procedure

RECAO Reasonable Adjustments Procedure

Regulatory Requirements -General Conditions of Recognition: Condition G6

Purpose

This procedure aims to ensure that all reasonable adjustment are made by RECAO in order to alleviate or remove the effects of a substantial disadvantage for a learner on a RECAO qualification, so as to enable the Learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the assessment criteria of the qualification.

Introduction

This procedure provides clear arrangements for making reasonable adjustments in relation to RECAO qualifications assessments. This policy sets out:-

- How a learner qualifies for a reasonable adjustment
- What reasonable adjustment will be made

Scope

This procedure applies to RECAO Awarding Body Staff and RECAO Centres and learners

Definition of Reasonable Adjustment

The term Reasonable Adjustment is an adjustment of the assessment of a RECAO qualification in order to alleviate or remove the effects of a substantial disadvantage for a learner.

How a Learner qualifies for a reasonable adjustment

Learners must advise the RECAO of any Reasonable Adjustments that may they require, to the assessment methods being used. The RECAO Centre will deem what is reasonable depending on the individual circumstances of the case, including how important the adjustment is, how practical it is, and the financial or other resources of the RECAO Centre.

The reasonable adjustment is reported to RECAO

The reasonable adjustment should be reported to RECAO using the form which can be found at the end of the procedure. This should be within the timeframe, or will not be accepted.

In rare cases where the Centre Manager suspects Malpractice or Maladministration when the reasonable adjustment is reported the procedure that will be followed is outlined in the RECAO

What reasonable adjustment will be made?

In practice this means RECAO should do things differently if the usual way would substantially disadvantage a learner. Or it might mean providing additional services or equipment. Reasonable adjustments could include:-

The essential information you need to work with REC

- Adapting facilities, such as IT facilities
- Providing additional services, such as a reader/writer or learning materials in alternative formats
- Extra time for examinations/assessments
- Altering the physical environment to make it more accessible.

(This list is not exhaustive)

Monitoring and Review

Use of this procedure will be monitored annually to ensure the procedure and its approach remains fit for purpose

Reasonable Adjustments Application Form

Applications for Reasonable adjustments must be submitted no later than the examination entry closing date for that exam session. RECAO aims to respond to all requests within 10 working days. For further information on Reasonable Adjustments, please see the Reasonable Adjustments Policy. All relevant medical certification/employer certification must be provided where appropriate. Medical certification must be relevant and detailed and confirm that an assessment would be affected by the condition.

Learner details

Name: _____

Email: _____

Telephone: _____

Membership Number: _____

Examination Session: _____

Examination/s for which application is made: _____

Reason for application

Has medical documentation been attached? y/n

Has college/employer evidence been attached? y/n

Has learner previously received a Reasonable Adjustment from RECAO? y/n

Reasonable Adjustment requested:

Declaration: I declare that the information provided is true and complete to the best of my knowledge.

Signature: _____ Date: _____