

Reasonable Adjustments: Guidance

Some candidates may need additional support or modification of materials to allow full access to ASDAN's Qualifications.

Examples

The following is a list of possible reasonable adjustments. This is by no means exhaustive; centres are advised to contact ASDAN's Qualifications team for advice if they require an arrangement that is not specified below:

- Readers/Computer readers
- Read Aloud
- Scribes*
- Word processors
- Promoters
- Sign Language Interpreters
- Practical assistants

Application of Reasonable Adjustments

Where work has been recorded on behalf of a candidate, this should be annotated appropriately by the person acting as scribe or transcribing the materials. The centre must identify the name and position of scribe at the front of the portfolio.

Where materials for assessment have been produced in Braille or Moon, the centre should ensure that these are made accessible to the external moderator.

Centre Requirements

It is **not** necessary for centres to formally apply for most reasonable adjustments. However, centres **are required** to write a letter of declaration which outlines what arrangements have been put in place for a candidate and the specific reason. The letter should be written on the centre's headed paper and should include a signed declaration that only the candidate's own words have been recorded. This must be included at the front of the candidate's portfolio when submitting for moderation.

Where possible, centres should include additional evidence to support their declaration, such as letters from other awarding organisations granting the provision of reasonable adjustments.

N.B. It is important to ensure that if reasonable adjustments are being used for a candidate with disabilities, these specific disabilities have been entered on the Candidate Registration and Submission Form to facilitate checking by the External Quality Assurer.

Queries Regarding Reasonable Adjustments

If centres have any queries regarding reasonable adjustments, they are advised to contact ASDAN's Centre Support, Training and QA team on 0117 954 8316.

The following table indicates the reasonable adjustments that can usually be made. For qualifications which are internally assessed, centres **do not** need to apply to the awarding organisation. However, centres **must** make reasonable adjustments that are in line with the awarding body's policies.

Any reasonable adjustment **must** reflect the normal learning or working practice of a learner in a centre and must not compromise assessment requirements or give the learner an advantage over other learners undertaking the same or similar assessments.

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All reasonable adjustments made in relation to internal assessments **must** be recorded **and held on file within the centre for inspection by the awarding organisation**.

Centres have a duty to seek advice from ASDAN if they are unsure if the reasonable adjustment proposed is in line with this guidance, or where they do not consider that they have the necessary expertise to judge whether a reasonable adjustment is needed and/or how it should be applied.

Contact: qualifications@asdan.org.uk

Reasonable adjustments available to centres	
Supervised rest breaks	Assessment material in audio format
Change in the organisation of assessment room; separate accommodation or alternative venue	Use of ICT
Change or adaptation of the assessment method	Responses using electronic devices
Use of coloured overlays, low vision aids, tinted spectacles, CCTV and OCR scanners	Responses in Braille/BSL
Use of assistive software/technology	Computer Reader, Reader, Read aloud or examination reading pen
Use of bilingual/translation dictionaries	*Scribe; Practical assistant; Transcriber; Other
Assessment material in enlarged format	BSL/English interpreter
Assessment material in Braille/BSL Language modified assessment material	Prompter (a person who assists a candidate in staying on task)
Assessment material on coloured paper	

***Centre must identify name and position of scribe at the front of the portfolio, and include a signed declaration that only the candidate's own words have been scribed.**