



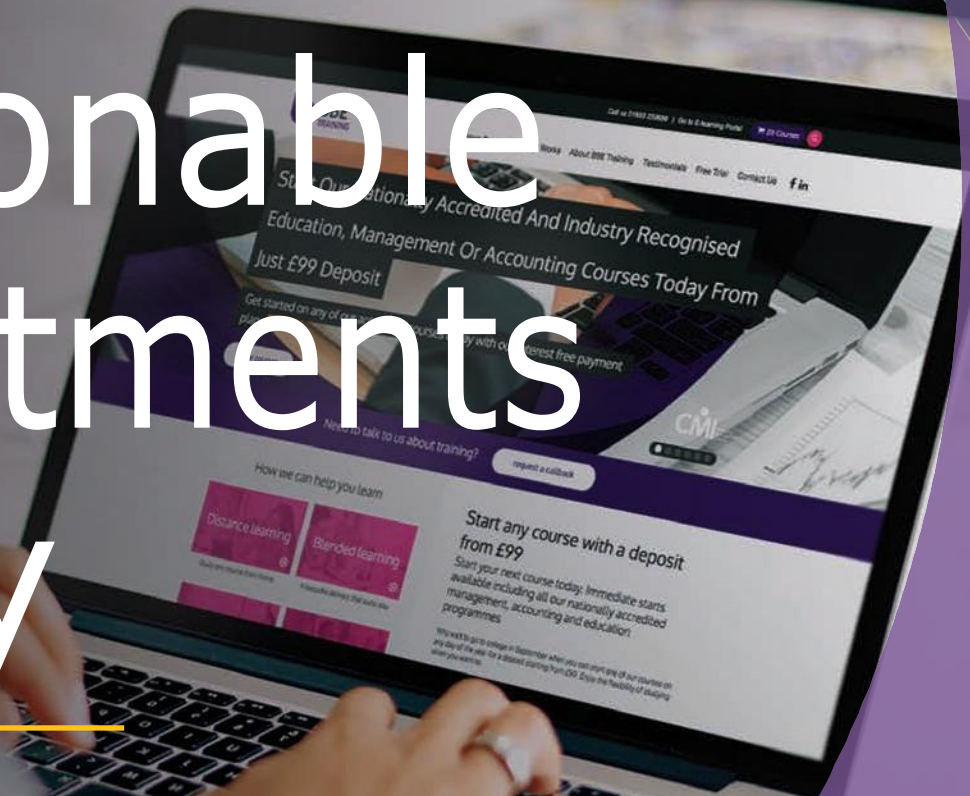
**BBE**  
TRAINING



A CITRUS GROUP  
COMPANY

# Reasonable Adjustments Policy

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# Reasonable Adjustments Policy

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the Learner at a substantial disadvantage in the assessment situation. Reasonable adjustments must not compromise the assessment process or the assessment objectives and may involve:

- changing standard assessment arrangements, for example, allowing Learners extra time to complete the assessment activity
- adapting assessment materials providing access facilitators during assessment for example a sign language interpreter or a reader.

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the Learner access to the assessment activity. The use of a reasonable adjustment will not be taken into consideration during the assessment of a Learner's work.

Awarding Organisations and Centres are only required by law to do what is reasonable in terms of giving access. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration.

## Making Reasonable Adjustments

All Awarding Organisations and Centres have a responsibility to ensure that the assessment process is robust and fair and allows the Learner to demonstrate his or her full potential.

Adjustments to assessments should:

- not invalidate the assessment requirements of the qualification
- not give Learners an unfair advantage
- reflect the Learner's normal way of working
- be based on the individual need of the Learner.



## Applications for Reasonable Adjustments

Requests for making reasonable adjustments should be made using the Reasonable Adjustments Request Form which is available on the website.

The form should be completed and returned to BBE Training as soon as possible, to allow sufficient time for the reasonable adjustments to be made. The minimum amount of notice required is 15 working days.

Reasonable adjustments can be requested by anyone who has a disability or a difficulty that places them at a substantial disadvantage in the assessment situation and a reasonable adjustment would reduce the effect of using a different assessment location

- use of coloured overlays, low vision aids
- use of assistive software
- assessment material in large format or Braille
- readers/scribes
- assessment material on coloured paper or audio format
- British Sign Language
- Irish Sign Language
- Use of ICT/responses using electronic devices.

## Recruitment

Centres should use their integrity when recruiting and registering Learners. Centres must ensure that Learners have sufficient information and advice on their chosen qualification and that the qualification will meet their needs.

Last review: June 2026

Next review: June 2027

