

# Reasonable Adjustments Policy



BHS Qualifications (BHSQ) is committed to making sure all its activities are conducted safely, fairly, transparently, and objectively. BHSQ works with BHSQ Approved Centres to ensure arrangements for reasonable adjustments are appropriate and lead to accurate certification. Reasonable adjustments are where change is made to remove or reduce the effect of a disability, condition or barrier.

BHSQ will assist BHSQ Approved Centres to ensure fairness to learners and the accuracy of certification.

This document will:

- Define reasonable adjustments.
- Detail BHSQ's approach for the application of reasonable adjustments.
- Managing reasonable adjustments.
- Outline centre responsibilities and requirements.

**Date for review:** November 2027

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## Definition

The regulators in England, Wales and Northern Ireland define reasonable adjustments as:

*“An adjustment made to an assessment for a qualification so as to enable a disabled Learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the specification for that qualification.”*

The regulator in Scotland defines reasonable adjustments as:

*“Arrangements which are approved in advance of an examination or assessment process to allow achievement to be demonstrated by the candidates with either a permanent or long-term disability, learning difficulty, or a temporary disability, illness or disposition.”*

It is important to stress that any reasonable adjustments must:

- Address the individual needs of the learner.
- NOT invalidate the assessment requirements of the qualification.
- NOT give the learner who is having the reasonable adjustments an unfair advantage over those learners that are not.

## BHSQ’s approach for the application of reasonable adjustments

BHSQ is responsible for ensuring BHSQ Approved Centres effectively manage applications for reasonable adjustment and that learners are given equality of opportunity, whilst not threatening the integrity of the qualification.

Reasonable adjustments must not give the learner an unfair advantage.

To do this, BHSQ:

- Monitor arrangements for reasonable adjustments at BHSQ Approved Centres.
- Ensure the workforce understand reasonable adjustments and their application.
- May carry out external quality assurance (EQA) activities where reasonable adjustments have been made.
- Maintain, review and analyse a register to ensure that the application of reasonable adjustments granted is consistent and appropriate.
- Ensure EQAs/external verifiers understand BHSQ’s Reasonable Adjustments Policy and are able to offer centres advice and support on their application.

BHSQ qualifications include an extensive range of assessment methodologies. This flexibility means the most appropriate method can be chosen to support the learner in their achievement. It also means in most cases, reasonable adjustments can be made to BHSQ qualifications, without any need for approval. For example, a learner who has difficulty writing and would require a scribe in an examination, could hold a professional discussion with an assessor. Another example, is where a learner can complete a task at their own pace, rather than a set time period as would be required in an examination.

The BHSQ Approved Centre must ensure assessment meets the demands of the qualification.

## Managing reasonable adjustments

Learners are only eligible for reasonable adjustments if their disability, condition or barrier places them at a disadvantage, in comparison to others. Likewise any reasonable adjustments must not give the learners receiving the reasonable adjustment any advantage over others. To emphasise, it is essential that any learner receiving reasonable adjustments addresses the requirements of the specification. Careful management of the arrangements for reasonable adjustments is critical.

BHSQ Approved Centres must keep a record of reasonable adjustments. This will be reviewed by BHSQ during centre monitoring.

Examples of reasonable adjustments that **do not** need reporting to BHSQ include:

- A learner is dyslexic and needs different coloured paper during assessment.
- A learner has a hearing impairment and requires a quiet room for oral questioning.
- A learner wears glasses and needs to sit at the front of the class in order to see a display.
- Rephrasing and applying different questioning techniques to support understanding without changing the standard required for achievement.

Examples where the BHSQ Approved Centre **does need** to contact BHSQ for further advice and guidance include:

- Where the BHSQ Approved Centre is unsure how to accurately identify reasonable adjustments. For example, where there is no formal diagnosis of a condition.
- Where the BHSQ Approved Centre is unsure how to adjust assessment without it being advantageous to the candidate or disadvantageous to others.
- Where the BHSQ Approved Centre is unable to make reasonable adjustments because the learner cannot fulfil the requirements of the qualification. For example, a learner with reduced mobility who is unable to apply bandages.

BHSQ want to understand where there is uncertainty when applying reasonable adjustments, so it ensures inclusivity and also continually improves.

At this stage a reasonable adjustments form will be completed by the BHSQ Approved Centre and submitted to BHSQ. BHSQ will then liaise with the BHSQ Approved Centre to identify the best course of action for the learner. This form should be completed as soon as the potential need for a reasonable adjustment is identified. BHSQ will confirm receipt of the form within 5 working days. BHSQ aims to inform the BHSQ Approved Centre of the decision within 10 working days of receipt of the application. If BHSQ cannot do this as further information is needed, the BHSQ Approved Centre will be informed.

To reiterate, the learner must fulfil the requirements of the qualification fully to be certificated. Health and Safety and the integrity of the qualifications must not be compromised.

## Centre responsibilities and requirements

The BHSQ Approved Centre must accurately identify learner needs. This is to ensure learners are treated fairly and in line with legislation. BHSQ Approved Centre records must demonstrate this. Where an BHSQ Approved Centre is unsure about reasonable adjustments, they must contact BHSQ for advice and guidance.

BHSQ Approved Centres are required to effectively manage systems for reasonable adjustments and to record these using the application for reasonable adjustments form or an internally produced alternative.

If an BHSQ Approved Centre fails to comply with BHSQ's policy, this will constitute malpractice/maladministration. This may lead BHSQ to withhold results.

Examples of this may include:

- The BHSQ Approved Centre putting in place inappropriate and/or inadequate arrangements for reasonable adjustments.
- Failing to fully assess learners with reasonable adjustments and subsequently applying for certification.
- Altering the result of an assessment where an application for reasonable adjustments has not been correctly applied.
- Failing to maintain records.

If a learner is not satisfied with the management of reasonable adjustments, then they can subsequently use the appeals or complaints procedure.

## Monitoring and review

This document and its content will be reviewed on a three-year cycle, or earlier should it be needed to ensure it remains fit for purpose and reflects the types of reasonable adjustments that have arisen.

**Date for review:** November 2027

## Document history

Version	Revision date	Reason
4	06/11/2024	To revise and replace previously produced document

*Please note: This document is uncontrolled once printed. Please check with BHSQ for the most up to date version.*

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