

# Reasonable Adjustments Policy



BHS Qualifications (BHSQ) is committed to making sure all its activities are conducted fairly, transparently and objectively. BHSQ manages reasonable adjustments by working with BHSQ approved centres to ensure they have robust systems to accurately identify learner needs, and then to identify appropriate interventions that lead to fair and accurate certification.

BHSQ will assist approved centres to ensure fairness and accuracy to learners and certification, as well as review these processes as part of BHSQ's ongoing monitoring and review procedures.

This document will:

- Define reasonable adjustments
- BHSQ's approach for the application of reasonable adjustments
- Identify situations where reasonable adjustments can be made without notifying BHSQ
- Detail how to manage effectively reasonable adjustments
- Identify situations where reasonable adjustments need to be reported to BHSQ.

**Date for review:** March 2021

## Contact details for BHSQ:

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## Definition

**Reasonable adjustments** are interventions that can be identified before a candidate starts a learning programme or prior to assessment, that helps reduce the effect of a disability or difficulty that places the learner at a disadvantage during assessment. The need for intervention is known at the outset.

It is very important to stress that any reasonable adjustments must:

- 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
- Address the individual needs of the learner.

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

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

To do this, BHSQ will:

- Carry out an annual review of approved centres monitoring the management and recording of reasonable adjustments, with actions and recommendations as required
- Maintain, review and analyse a register to ensure that the application of reasonable adjustment decisions across centres is consistent and appropriate, responding with interventions as appropriate.
- Ensure all assessors and internal verifiers complete successfully the BHSQ standardisation test, within which an understanding of reasonable adjustments is covered
- Sample learner evidence during EQA visits where reasonable adjustments have been made in order to review their effectiveness
- Ensure all EQAs are trained and understand BHSQ's Reasonable Adjustments Policy and are able to offer centres advice and support on their application

These processes are managed by the BHSQ Quality and Operations team with oversight by the Responsible Officer.

## Identify and manage situations where reasonable adjustments can be made, including without notifying BHSQ

Candidates are only eligible for reasonable adjustments if their disability or difficulty places them at a disadvantage, in comparison to a learner who does not have any difficulties.

For BHSQ qualifications there is unlikely to be significant need for any reportable reasonable adjustments for assessment, as learners are generally studying on a mode free qualification that offers flexibility, individual timing and progress. Historically less than 4% of learners require any adjustments on BHSQ qualifications.

The approved centre is responsible for ensuring it has effective internal procedures for identifying learners' needs and that these procedures comply with equality legislation. It is important that the approved centre records any reasonable adjustments and these will be reviewed by BHSQ. In addition further sampling as part of external quality assurance may take place where reasonable adjustments have been made.

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

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 has broken their hand and so need to verbally evidence their knowledge and understanding rather than writing it down.
- A learner wears glasses and needs to sit at the front of the class in order to see a display, which is used as part of assessment.
- If a learner has English as a second language and translators are used, then the translator must produce a precise and accurate account of assessment without any supporting function. See BHSQ's policy 'Assessment of BHSQ Qualifications in a Language Other Than English' for further information.
- Rephrasing and or applying different questioning techniques for persons with learning difficulties.
- Physical injuries or disabilities that do not hinder the learner's ability to achieve the assessment criteria, but may need to be taken into consideration during assessment, e.g. an imbalance in a person's posture that affects their riding position.

As the assessment methodology is flexible, the approved centre would be expected to ensure that assessment both meet individual needs and the demands of the assessment criterion. Where alternative methods of assessment are used, the method must have equal rigour to those used for other learners. However if there were circumstances where a learner would not be able to complete the assessment because of, for example, a permanent or temporary disability, then the approved centre would send the application for reasonable adjustments form to BHSQ and BHSQ would work with the approved centre to decide on the best course of action. There are no circumstances when health and safety should be compromised.

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.

## Document history

Version	Revision date	Reason
2	14/03/2018	Revision of previous reasonable adjustments policy (30/01/2016) to enhance regulatory compliance

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

## Application for Reasonable Adjustments

Approved centres may use this form to record any reasonable adjustments. All reasonable adjustments must be applied in line with BHSQ policy. A copy of this form must be retained by the approved centre and made available to BHSQ or the regulatory authorities as required.

<b>Centre Name</b>			
<b>Learner Name</b>			
<b>Learner ID number</b>			
<b>Qualification</b>			
<b>Reason for application</b>			
<b>Reasonable adjustments required</b>			
<b>Supporting evidence</b>			
<b>DECLARATION</b>			
I confirm that:			
<ul style="list-style-type: none"> <li>• The information provided on this form is accurate</li> <li>• The adjustment will not compromise assessment validity or reliability, or give the learner in question an unfair assessment advantage over other learners undertaking the same or similar assessment</li> <li>• The reasonable adjustment has been made in line with BHSQ policy.</li> </ul>			
<b>Name</b>		<b>Signature</b>	
<b>Position in centre</b>		<b>Date</b>	