

Reasonable Adjustment for Assessment Policy

Aims

There are times, when due to personal circumstances, disability or external forces that an adjustment might need to be made to the written assessments. This policy describes the procedure for requesting an adjustment.

Examples of reasonable adjustments

These are a few (but not limited to) examples:

- Additional time;
- Recording their assignment;
- Conducting a recorded interview.

How

The Learner requesting the Reasonable Adjustment should initially discuss the need with their trainer. If they feel the disability or difficulty places the Learner at a substantial disadvantage and a Reasonable Adjustment would support the Learner then they should apply for one using the attached form and return it to us.

Trainers are able to liaise with the Quality Assurance Officer to ensure that the assessment remains valid, fair and reliable.

What happens next

The Quality Assurance Officer will review the application and contact the applicant within 2 weeks of the request with decision.

Appealing a decision

Please see the Appeals Policy.

Review

This policy will be reviewed annually.

Reasonable Adjustment Application Form

To be completed with course trainer and returned to info@rootofit.com

Name:	Centre name:
Address:	
Phone:	Email:
Trainer:	
Centre contact:	

Qualification/course/unit:

Reason for application

Reasonable Adjustment requested

Please attach any additional evidence as required.

Signed:

Date:

For office use only:

Checked by:	Date:
Decision:	