

POL39 Reasonable Adjustments Policy – Qualifications and Standards

This policy applies to all APM qualifications and standards.

It is issued with reference to the Exam Rules and Regulations published on the APM website and supersedes any previous versions.

1. Definition

Reasonable adjustments can be made to the exam conditions in place for each of the APM Qualifications or Standard assessments. They may be necessary when a candidate is experiencing a short or long term condition or is regarded as disabled in terms of the Equality Act 2010.

The Equality Act 2010 requires any awarding body to make reasonable adjustments for a learner to avoid the substantial disadvantage they would face due to their long-term disability.

The elements this relates to include:

- Provisions, criteria and practices
- Auxiliary aids and services
- Physical features

An adjustment may not be considered reasonable if it involves unreasonable costs, time frames or affects the security and integrity of the assessment.

Examples of a reasonable adjustment may include:

- extra time and/or rest breaks;
- ii. use of a scribe or reader;
- iii. permission to submit handwritten exam scripts
- iv. permission to use specialist equipment

2. Supporting documentation

All requests for a reasonable adjustment must be accompanied with current supporting documentation.

Examples of acceptable documentation include:

- A full diagnostic assessment carried out by a psychologist with a practicing certificate, or a specialist teacher holding an assessment practicing certificate
- If you are applying on other grounds, you need to provide a letter or report from a qualified medical practitioner e.g. GP, psychiatrist. The documentation must be signed and dated. It must include details of the diagnosis given, the symptoms you experience and how these could impact upon your ability to undertake the examinations. Supporting documentation should also include recommendations for adjustments to your exams from both yourself and the medical professional.
- Evidence from an employer confirming usual ways of working

3. Application process

All reasonable adjustment requests must be submitted to the Qualifications team, including relevant supporting documentation a minimum of 12 working days before the intended assessment date.

Each request will be considered on an individual basis, with confirmation of the agreed arrangements communicated to the applicant within 5 working days of application receipt.

Each agreed adjustment will be in place for a period of six months unless otherwise specified.

Version control

Author	Reason for revision	Version number	Date
Emily Long	Document creation	1.0	22/07/2021
Jan Lonnen	Reviewed as part of annual review	2.0	25/11/2022

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