

# POL39 - Reasonable Adjustments and Access Arrangements Policy – Qualifications and Standards

This policy applies to all APM qualifications and standards.

It is issued with reference to the supporting resources for standards and qualifications as published on the APM website and supersedes any previous versions.

## 1. Definition

In line with the Equality Act 2010, APM has a duty to provide reasonable adjustments for candidates with disabilities, special educational needs or temporary injuries to ensure they can access assessments without being disadvantaged in any way. Reasonable adjustments can be made to the exam conditions in place for each of the APM Qualifications or Standard assessments. There is no expectation for APM to make adjustments to the assessment objectives or standard.

In addition to reasonable adjustments, APM may also make access arrangements for other situations such as temporary circumstances, e.g. breastfeeding.

Examples of reasonable adjustments and access arrangements include but are not limited to:

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

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

## 2. Supporting documentation

APM may seek supporting documentation to help understand the requirement for adjustments and the impact they might have on a candidate's attempt at an exam. Reasonable adjustments are personalised to the candidate's specific needs. This means that APM may request specific documentation or information to help ensure that the adjustments offered are appropriate and effective.

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
- 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

Further evidence may be requested to fully understand the circumstances to help ensure the adjustments offered are appropriate and effective.

APM does not provide aegrotats. Aegrotats are awards made to candidates who are unable to complete all the usual assessment requirements, through temporary illness, injury or indisposition.

APM does not award additional marks after the completion of the assessment to compensate for any adverse circumstances a candidate may have experienced.

### 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 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. After this time a new request may be required.

#### 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. No change to the policy. New branded template.	2.0	25/11/2022
Jackie Martin	Reviewed to reflect external advice and training	3.0	31/07/2024