

Reasonable Adjustments Policy

Introduction

We strive to make WSET exams accessible and fair for all candidates, so none are at an advantage or disadvantage because of a disability or differing ability. This policy and the reasonable adjustment process allows us to work with you, the APP, to make arrangements that give candidates access to WSET qualifications.

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the student at a substantial disadvantage in the assessment situation. Reasonable adjustments are approved by WSET Awards and put in place before the assessment activity takes place; they constitute an arrangement to give the student access to the qualification. The use of a reasonable adjustment is not taken into consideration during the assessment of a student's work.

A **reasonable adjustment** is any accommodation or arrangement that helps to reduce the effect of a known disability or difficulty that substantially disadvantages a candidate's assessment. WSET must approve and arrange reasonable adjustments before the assessment activity takes place. The use of a reasonable adjustment does not impact our marking or result of the candidate's exam.

Reasonable adjustments aim to equalize access for candidates – they must not give unfair advantage to candidates receiving the adjustment or affect the reliability and validity of the assessment outcomes as detailed in the applicable Specification. We cannot agree to reasonable adjustments where the candidate's particular difficulty directly affects performance necessary to complete the assessment outcomes (e.g., if a student cannot taste for a Level 3 Exam where tasting is necessary).

Examples of reasonable adjustments may be:

- Changing standard assessment arrangements, for example allowing students extra time to complete the assessment activity.
- Adapting exam materials, such as providing materials in large text format.
- Providing access facilitators during the exam, such as a sign language interpreter or reader.
- Re-organising the exam room, such as removal of visual stimuli for an autistic candidate.

Applying for a reasonable adjustment

WSET School London must identify at the time of a student's enrolment any special needs which may require a reasonable adjustment at the time of the examination. WSET School London must submit a **Reasonable Adjustment Application Form** as soon as possible to the WSET at least **20 working days** before the exam date for Levels 1-3 qualifications and at least **40 working days** before the exam date 4 Level 4 Diploma. Supporting evidence must be provided with the completed form.

Once we have reviewed the Reasonable Adjustment Application, the WSET Exams team will work with the APP Exams Officer to agree to any special specific arrangements for the exam process itself, or for marking. We will review each application on a case-by-case basis and arrangements may vary. WSET reserves the right to seek the advice of independent agencies as appropriate in coming to a decision on specific arrangements. You may not offer a reasonable adjustment to any candidate without agreement from the WSET Exams team. Students and their advisors should be aware that it is not appropriate to make requests for reasonable adjustments where the student's difficulty directly affects performance in the attributes that are the focus of the assessment.



WSET School London will keep records of all reasonable adjustment applications.