

## Reasonable Adjustments Policy

### Introduction

WSET Awards seeks to assess all students in a way that puts them at no disadvantage, or advantage, over other students.

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.

### Scope of this policy

Reasonable adjustments must not give unfair advantage over students for whom reasonable adjustments are not being made or affect the reliability and validity of the assessment outcomes as detailed in the applicable specification.

Reasonable adjustments may involve:

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

### 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** to the WSET Awards at least **four weeks** before the examination date in the case of WSET qualifications at Levels 1-3 and at least **eight weeks** before the examination date in the case of the WSET Level 4 Diploma. Supporting evidence must be provided with the completed form.

The specific arrangements for the examination process itself, or for marking, will be agreed in each case between WSET School London Examinations Officer and WSET Awards, and will vary according to individual circumstances. WSET Awards reserves the right to seek the advice of independent agencies as appropriate in coming to a decision on specific arrangements. Please note that WSET School London can not offer reasonable adjustments to any students until this has been agreed with WSET Awards.

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.