



Reasonable Adjustments Policy

Purpose

This policy is aimed at our examination candidates and we are committed to complying with all current regulations and legislation relevant to the development and delivery of our qualifications. Our aim is to facilitate open access for all examination candidates who are eligible for reasonable adjustments in examinations, whilst ensuring the assessment of understanding, knowledge, skills, and competence is not compromised in any way for all of the protected characteristics within the Equality Act 2010.

This policy will also be used by our staff and Board of Examiners to ensure they are dealing with all reasonable adjustments in a fair and consistent manner.

This policy outlines the following:

- Arrangements for making reasonable adjustments in relation to the delivery and assessment of our qualifications.
- How examination candidates qualify for reasonable adjustments
- Reasonable adjustments we will accept and requests that are required prior to them being applied.
- What special considerations can be granted for examination candidates.

Definition of a Reasonable Adjustment

A reasonable adjustment relates to any actions that help to reduce the effect of a disability or difficulty, which may place the candidate at a disadvantage during the examination. They are applied to an assessment process for a qualification to enable a candidate with a disability or difficulty to demonstrate his or her knowledge, skills and understanding of the levels of attainment required in the qualification specification.

When a reasonable adjustment has been applied, the examination will be marked to the same standards and assessment requirements as all other candidates.

Policy

Examinations should be a fair test of candidate's knowledge, skills, and ability. The standard format of examinations may not be suitable for all candidates, our aim is that our qualifications do not prevent any candidates from attaining them.

At the Institute of Brewing & Distilling, we recognise that reasonable adjustments may be required at the time of the examination where the following applies:

- Candidates have a permanent disability or specific learning needs.
- Candidates have a temporary disability, learning needs or medical condition.

Reasonable adjustments arrangements are available to ensure all candidates receive recognition of their achievement providing there is evidence that the equity, validity, and reliability of the examinations can be assured. These arrangements should not be used to make examinations easier for candidates or give candidates a head start and should not disadvantage other candidates.

All requests for reasonable adjustments will be reviewed on an individual basis and all the information received will be considered.

Principles of Granting Reasonable Adjustments

The Institute of Brewing & Distilling will support making these reasonable adjustments by ensuring that the following applies:

- Reasonable adjustments granted provide candidates with the opportunity to demonstrate their attainment.
- The reasonable adjustment compensates for any disadvantage imposed by the disability or difficulty but do not disadvantage others.
- Certificates issued do not mislead anyone regarding the candidate's attainment.
- The examinations were rigorous and fair.
- The examination activity is valid and is measurable against the assessment criteria.
- Examination results are reliable.

The following are reasonable adjustments that may be requested in advance, **all of which must be supported by an assessment report &/or medical documents** ^{1,3} **evidencing the need for the adjustment:**

1. Modified enlarged examination papers.

For candidates with a visual impairment where enlarged text would allow them access to fair delivery and assessment

- Examination text is fully adjustable via screen settings which can be changed prior to starting the examination.
- Depending on the browser, the following can be adjusted:
 - Text and zoom size.
 - background and text colour
 - font type.

- Screen contrast should be modifiable, or a filter could be used to reduce glare.
2. Assessment extension time.
An allowance of extra time for examination papers if the candidate has learning difficulties, the length of any extension granted will be considered on an individual basis.
 3. Use of a reader.
For candidates with any recognised impairment whose reading skills have been tested and defined as below average or where English is a candidate's second language.
 4. Use of a scribe.
For candidates who have learning difficulties and are unable to type. The use of computer software that produces a hard copy of the candidate's dictated speech may also be considered.
 5. Hearing impairment support
For candidates who communicate by using sign language, support to ensure that instructions from the remote invigilator (proctor) are understood.
 6. Paper alternatives
Where it is not possible for candidates to take an online test, there may be paper-based alternatives to the IBD Examinations. These must be taken in an independently supervised session, which the Institute of Brewing & Distilling will organise.
Possible adjustments for where any paper examination is required might include:
 - paper size (depending on text size)
 - text/paper colour.
 7. Content adjustments
Some IBD Examinations present a range of tables and graphs to show numerical information. There will be alternative versions available, which can be read by screen readers.

The Institute of Brewing & Distilling may reject requests in situations as follows:

- Reasonable adjustments must not invalidate the assessment requirements set out in the qualification specifications.
- Reasonable adjustments must not give the learner an unfair advantage compared to other candidates for whom a reasonable adjustment has not been granted.

Procedure to Request a Reasonable Adjustment

Candidate needs should be identified as soon as possible to request that appropriate adjustments are reviewed by the Institute of Brewing & Distilling Board of Examiners; once approved these can be implemented, reviewed and tested by the candidate during a practice examination session.

Candidates must notify the Institute of Brewing & Distilling in writing to Keval.Shah@ibd.org.uk when applying to sit an Examination, or as they are diagnosed, enclosing an assessment report &/or medical documents evidencing the need for the adjustment to support their case^{1,3}

Applications for reasonable adjustments will be accepted up until 2 weeks after the closure of the examination registration dates². This is in order to enable candidates sufficient time to review the relevant examination materials supplied post confirmation of registration and decide whether an application for any reasonable adjustments may be required.

The Chair of the Board of Examiners or delegated authority will consider each case on an individual basis and will notify the candidate by email of any dispensation normally within 3 weeks of their application.

All requests for reasonable adjustments will be reviewed on an individual basis and all the information received will be considered.

The Institute of Brewing & Distilling will not approve any adjustments that may compromise the examination criteria and that may disadvantage other candidates.

¹The Institute of Brewing & Distilling reserves the right to carry out independent checks on supporting documentation supplied.

² All examination registration closure dates are published in the Qualifications section on the website.

³ Supporting documentation will be retained solely for the purposes of decision making then will be permanently deleted within three months of communication of the decision to the candidate.

Appeals

If a candidate wishes to appeal against a decision to decline a request for a reasonable adjustment, they should refer to our appeals procedure which is available from customer.support@ibd.org.uk