



## **REASONABLE ADJUSTMENTS POLICY**

The Institute of Brewing & Distilling  
44A Curlew St  
London  
SE1 2ND  
Tel: +44 (0) 20 7499 8144  
E-mail: [examinationboard@ibd.org.uk](mailto:examinationboard@ibd.org.uk)  
Web: [www.ibd.org.uk](http://www.ibd.org.uk)

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# 1. 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 an individual at a disadvantage when undertaking education, professional development or during an examination.

Please note that the provision of reasonable adjustments for learning or learning material delivery does not remove the need for candidates to follow the prescribed process for examinations nor does it affect any decision to grant reasonable adjustments for examinations.

Reasonable adjustments are granted at the sole discretion of the Chair of the Board of examiners or delegated authority thereof.

This document is divided into two sections:

- **Reasonable adjustments for candidates who require additional support during the examination.**
- **Reasonable adjustments for the use of the learning material.**

## 2. Reasonable adjustments for examinations

**2.1** These guidance notes are designed to assist candidates who are registered for an IBD examination and who require additional support during the examination (pre-assessment reasonable adjustments) or whose performance is affected by extenuating circumstances (post-assessment reasonable adjustments) such as illness or technical issues during, or immediately prior to, the examination.

**2.2 Pre-assessment reasonable adjustments**, are approved before an examination. Pre-assessment reasonable adjustments should ensure that any candidate who can demonstrate the required attainment of knowledge, skills and competence will be awarded a pass. Any adjustment to the examination process must neither give the candidate an unfair advantage nor should it disadvantage the candidate. The qualification of a candidate who had pre-assessment reasonable adjustments, must have the same credibility as that of any other candidate.

**2.3 Post-assessment reasonable adjustments**, may be given following an examination. These are also known as Mitigating Circumstances. See Mitigating Circumstances Policy [Exam Policies \(ibd.org.uk\)](http://ibd.org.uk) for details on this. These adjustments are intended to reduce the severity of the effects of a temporary illness, injury or technical problem at the time of the assessment on candidate performance, such that the candidate in question is on an equal footing with other candidates.

**2.4** Where sufficient work has been submitted to allow an accurate assessment of attainment, any post-assessment reasonable adjustments granted must be done so without compromising the overall integrity of the examination standards.

### 3. IBD and Candidate responsibilities

- 3.1. The IBD has a responsibility to ensure that **all** its candidates have equal opportunities to reach their full potential. In some instances, candidates may require adjustments to the examination conditions to give them an equal opportunity.
- 3.2. In making such adjustments, the IBD must be satisfied that over-compensation does not occur which gives a candidate who has an adjusted examination condition, an unfair advantage over other candidates.
- 3.3. All pre-assessment reasonable adjustments must be determined and approved by the relevant authority in advance of the examination date.
- 3.4. Candidates have a responsibility to inform the IBD of their additional needs at the point of registration, to enable adequate adjustments to be made to the assessment process. The only acceptable exception to this is where the situation requiring a pre-assessment special consideration only occurs immediately prior to the examination. In this case the Mitigating Circumstances policy must be followed [Exam Policies ibd.org.uk](#)
- 3.5. The delegated authority, will consider each case and will notify the candidate by email of any dispensation within a reasonable amount of time.
- 3.6. All requests for reasonable adjustments will be reviewed on an individual basis and all the information received will be considered.
- 3.7. The IBD reserves the right to carry out independent checks on supporting documentation supplied. Supporting documentation will be retained solely for the purposes of decision making then will be permanently deleted once the relevant amount of time has lapsed in accordance with our [Privacy Policy \(ibd.org.uk\)](#)
- 3.8. All examination registration closure dates are published in the Qualifications section on the IBD website [<https://www.ibd.org.uk/ibd-qualifications/>].

### 4. Pre-assessment reasonable adjustments

- 4.1 These apply where the student has a known condition that requires special arrangements for their examination.

#### 4.2 Examples of Disabilities, Effects and Adjustments:

Disability type	Example of effect	Typical adjustment
Communication and Interaction	Learning disabilities in the form of communication or word processing difficulties, autism	Extra time, scribe
Cognition and Learning	Learning difficulty, dyspraxia, dyslexia	Extra time, reader, scribe
Sensory and Physical Needs	Restricted language/vocabulary, unsighted, colour blindness	Modified paper (congenital deafness), large print, coloured paper, extra time
Behavioural, Emotional and Social Needs	Obsessive-compulsive disorder (OCD), Asperger's syndrome, Tourette's syndrome	Prompter, rest breaks, alternative venue (if registered to sit as part of a group booking)

**4.3** Candidates with any condition are required to produce written evidence from a qualified professional to support their claim and to submit evidence with their request to the IBD for approval.

#### 4.4 Adjustments available:

Adjustment	Example	Comments
Extra time	Up to 25% for <b>eligible</b> candidates	Candidate must provide evidence as to why this is required
Reader	For example, temporary visual impairment	<p>The reader:</p> <ul style="list-style-type: none"> <li>• <b>must</b> read accurately</li> <li>• <b>must</b> only <b>read</b> the rubrics and questions but not explain or clarify</li> <li>• <b>must</b> repeat instructions given on the question paper only when specifically requested to do so by the candidate</li> <li>• <b>must</b> abide by the regulations; failure to do so can lead to the disqualification of the candidate</li> <li>• <b>must not</b> advise the candidate regarding which questions to do, when to move on to the next question, or the order in which questions should be answered</li> <li>• <b>may</b> enable a visually impaired candidate to identify diagrams, graphs and tables but must not give factual information</li> </ul>

		<p>nor offer any suggestions, other than that information which would be available on the examination for sighted candidates</p> <ul style="list-style-type: none"> <li>• <b>may</b> read back, for a visually impaired candidate, what has been written in the answer</li> <li>• <b>may</b>, if requested, give a visually impaired candidate the spelling of a word which appears on the examination but otherwise spellings must not be given</li> <li>• <b>must not</b> be related to the candidate.</li> </ul>
Modified enlarged examination papers	Where candidate has a visual impairment and enlarged text would allow them access to fair delivery and assessment	<p>Dependent upon the examination application, possible adjustments might include:</p> <ul style="list-style-type: none"> <li>• Examination text is fully adjustable via screen settings which can be changed prior to starting the examination.</li> <li>• Text and zoom size.</li> <li>• Background and text colour</li> <li>• Font type.</li> <li>• Modifiable screen contrast, or a filter could be used to reduce glare.</li> </ul>
Scribe <sup>1</sup>	Where a candidate is unable to word-process their answers, and instead needs to dictate them. For example, due to physical injury to hands, severe cerebral palsy and so forth.	<p>The scribe:</p> <ul style="list-style-type: none"> <li>• <b>must not</b> give factual help to the candidate or indicate when the answer is complete</li> <li>• <b>must not</b> advise the candidate regarding which questions to do, when to move on to the next question, or the order in which questions should be answered</li> <li>• <b>must</b> word process accurately what the candidate has said.</li> </ul>

<sup>1</sup> Voice recognition software is classified as a form of scribe. A scribe may also act as reader if appropriate.

		<ul style="list-style-type: none"> <li>• <b>must</b> draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions</li> <li>• <b>must</b> abide by the regulations; failure to do so can lead to the disqualification of the candidate.</li> <li>• The use of computer software that produces a hard copy of the candidate's dictated speech may also be considered.</li> </ul>
Prompter <sup>2</sup>	Where candidate has no sense of time, suffers from obsessive-compulsive disorder and so forth.	<p>The prompter:</p> <ul style="list-style-type: none"> <li>• <b>must not</b> speak to the candidate, give factual help or offer any suggestions</li> <li>• <b>must not</b> advise the candidate regarding which questions to do, nor the order in which questions should be answered</li> <li>• <b>must only</b> tap on the desk or on the candidate's arm, depending on what is normal practice, in order to remind the candidate that he or she must pay attention to the question</li> <li>• <b>must</b> abide by the regulations; failure to do so can lead to the disqualification of the candidate.</li> <li>• Hearing impairment support - For candidates who communicate by using sign language, support to ensure that instructions from the remote invigilator (proctor) are understood.</li> </ul>

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<sup>2</sup> A prompter may also act as a Reader if appropriate

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: <ul style="list-style-type: none"> <li>• paper size (depending on text size)</li> <li>• text/paper colour.</li> </ul>
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## 5. Application for adjustments to the examination

- 5.1 Candidates who are registered with the IBD and who require additional support when sitting an examination must apply for additional support by emailing [examinationboard@ibd.org.uk](mailto:examinationboard@ibd.org.uk), no later than 2 weeks after the final registration date.
- 5.2 The IBD may reject requests in cases where the requested adjustments would undermine the following principles:
- 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.

## 6. Post-Assessment reasonable adjustment (Mitigating Circumstances)

- 6.1 An application for post-assessment reasonable adjustments will not change the assessment criteria applied by the examiner for the examination in question.
- 6.2 Where evidence of extenuating circumstances is provided by the candidate, they may have the opportunity to take the assessment at a later date as if for the first time, with no cap on their marks. Adjustments in marks may be made for candidates who correctly submit an application for Mitigating Circumstances and where an application is successful. See [Exam Policies \(ibd.org.uk\)](https://www.ibd.org.uk/Exam-Policies)

## 7. Possible reasonable adjustments for use of the learning material

- 7.1 These guidance notes are designed to assist learners who are registered for an IBD course/qualification and who require additional support for their learning. These may apply where the student has a known condition that requires reasonable adjustments to be made. They may also apply to any change in a learner's circumstances, that might affect their capacity to complete the course/qualification.
- 7.2 The following are examples of Disabilities, Effects and Adjustments that the IBD may be able to provide additional support for.



- 7.3** Note this is not an exhaustive list and learners must submit applications for IBD to review any adjustment they feel additional support is required for.

<b>Disability type</b>	<b>Example of effect</b>	<b>Typical adjustment</b>
Communication and Interaction	Learning disabilities in the form of communication or word processing difficulties, autism	Ability for participant to be accompanied by a reader or scribe
Cognition and Learning	Learning difficulty, dyspraxia, dyslexia	Online learning material (where available) - text size to be adjustable and materials to be printable for candidates to utilise different colour papers, overlays etc.
Sensory and Physical Needs	Restricted language/vocabulary, unsighted, colour blindness	As above
Behavioural, Emotional and Social Needs	Obsessive-compulsive disorder (OCD), Tourette's syndrome, Autism	Ensure ability to take breaks/pause learning, ability to ask questions in writing or offline.

## **8. IBD and learner responsibilities**

- 8.1** Learners have a responsibility to inform the IBD of their additional needs at the point of registration, to ensure that appropriate adjustments can be agreed and implemented before the learning begins. If a change in circumstances arises after registration, the IBD will do its best to accommodate the change in requirements.
- 8.2** All requests for reasonable adjustments will be reviewed on an individual basis and all the information received will be considered. The IBD will consider each request and learners will be informed of the outcome as soon as is reasonably possible and normally within 3 weeks of the request being made.
- 8.3** The IBD reserves the right to request supporting documentation and to carry out independent checks to verify this. Supporting documentation will be retained solely for the purposes of decision making and deleted once the relevant amount of time has lapsed in accordance with our Privacy Policy ([ibd.org.uk](http://ibd.org.uk))

## **9. Application for adjustments for used of the learning material**

Candidates who are registered with the IBD and who require additional support when undertaking IBD learning must apply by e-mail to [examinationboard@ibd.org.uk](mailto:examinationboard@ibd.org.uk) at the point of registering for the course or as soon as the need is identified if after that.

## 10. Appeals

If a candidate wishes to appeal against a decision to decline a request for a reasonable adjustment, they must refer to the IBD appeals procedure which is available on the website. [Exam Policies \(ibd.org.uk\)](http://ibd.org.uk)

The information contained in this document is deemed accurate by the Chair of the Board of Examiners and the Head of Education at the time of updating, 1<sup>st</sup> April 2023