



Creative Claret Approved Programme Provider APP2192

Reasonable Adjustments Policy

A **reasonable adjustment** is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.

Creative Claret seeks to conduct the assessment of all candidates in a way that puts them at no disadvantage, or advantage, over other candidates. However, whilst Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

Changing standard assessment arrangements, for example allowing candidates 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 candidate.

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the candidate access to the qualification. The use of reasonable adjustment will not be taken into consideration during the assessment of a candidate's work.

Out of fairness to all candidates, evidence of the individual circumstances giving rise to the request must be produced.

Creative Claret will:

- identify any special assessment needs at the time of candidate registration.
- inform WSET® Awards at the earliest opportunity so that appropriate arrangements can be made.

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- agree the specific arrangements for the examination, or for marking with WSET® Awards, which will vary according to individual circumstances.
- handle personal data submitted as outlined in our data protection policy.

WSET® Awards reserves the right to seek the advice of independent agencies as appropriate in coming to a decision on specific arrangements and must agree before any reasonable adjustments are offered by this APP to its students.

Please submit any Requests for Reasonable Adjustments at least 6 weeks before the date of the examination. This APP will forward any Requests for Reasonable Adjustments to WSET® Awards within 5 working days of receipt and WSET® Awards will respond after 4 working weeks after giving the request due consideration.

Candidates and their advisors should also be aware:

- that it is not appropriate to make requests for special arrangements where the candidate's particular difficulty directly affects performance in the actual attributes that are the focus of the assessment.
- reasonable adjustments will not give unfair advantage over candidates for whom reasonable adjustments are not being made, or alter the assessment demands of the qualification as detailed in the qualification specification.
- requests for reasonable adjustments must be lodged at least 60 days before the course is due to start.

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