



Reasonable Adjustment for Assessment Policy

Aims

There are times, when due to personal circumstances, disability or external forces that an adjustment might need to be made to the written assessments. This policy describes to procedure for requesting an adjustment.

Examples of reasonable adjustments

These are a few (but not limited to) examples:

- Additional time;
- Recording their assignment;
- Conducting a recorded interview;
- Submitting their assignment in a language other than English.

How

The Learner requesting the Reasonable Adjustment should initially discuss the need with their trainer. If they feel the disability or difficulty places the Learner at a substantial disadvantage and a Reasonable Adjustment would support the Learner then they should apply for one.

What happens next

The School Manager from The Mentoring School will review the application and contact the applicant within 2 weeks of the request with decision.

Appealing a decision

Please see the Appeals Policy.

Review

This policy will be reviewed annually.

March 2018

Reasonable Adjustment Application Form

To be completed with course trainer and returned to mentor@rootofit.com

Name:	Centre name:
Address:	
Phone:	Email:
Trainer:	
Centre contact:	

Qualification/unit:

Reason for application

Reasonable Adjustment requested

Please attach any additional evidence as required.

Signed:

Date:

For office use only:

Checked by:	Date:
Decision:	