

## REASONABLE ACCOMMODATION: EASY-TO-READ VERSION

### 1. What does “Reasonable Accommodation in Assessment” mean?

Anyone providing a service to the public has a duty to make the service available to as many people as possible. If you cannot do a course assessment in the normal way, then the special arrangement that needs to be made is called “reasonable accommodation in assessment”. The arrangement is meant to remove barriers that stop you from showing what you know or what you can do.

### 2. Can I get Reasonable Accommodation?

Not all learners with a learning or other disability will need to have special arrangements made for them. But, if you have a learning or other disability, a mental health condition or an injury, you may be entitled to special assessment arrangements. It does not include non-native English speakers or literacy difficulties.

### 3. How will it help me to do an assessment?

You will still be expected to show the same standard of work as other learners. It is only the way you do it is different. Reasonable accommodation may include the following:

- Rest breaks
- Additional time
- Exam reading pen/reader (A persons to read the instructions to you or help you to read it yourself)
- Scribe (A person to write the answers for you)
- Assistive technology
- sign language interpreter
- presentation of assessment material eg A3 size, yellow paper

You still must show all the same skills linked to the assessment as everyone else does. This makes sure that your grade can be compared to everyone else’s and have the same meaning. It makes the assessments fair for all.

#### 4. How do I apply?

At the start of the course, you will need to apply using the form – *Reasonable Accommodation in Assessment Application and Approval Form*. The form is located: [here](#).

You will need to provide evidence of your need for reasonable accommodations with the form.

Here are some examples of this evidence:

- Medical report
- Educational Psychologist report
- Occupational Therapist report
- Guidance Counsellor report

A letter with your GP's opinion will not be enough.

Send the completed form to the Centre Manager or the Course Coordinator.

If you are under 18 years, a parent or guardian can apply on your behalf.

#### 5. If I do not get Reasonable Accommodation can I appeal?

Yes. You will be told within 8 working days if Reasonable Accommodation in Assessment will be given. If it is not given, you can appeal within 5 working days from the date you are told. The form is located: [here](#).