

## **POLICY FOR CANDIDATES REQUIRING REASONABLE ADJUSTMENTS**

We seek to conduct the assessment of all candidates in a way that puts them at no disadvantage, or advantage, over other candidates.

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.

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 braille, if available.
- Allowing access facilitators to be present during an assessment, such as a sign language interpreter or reader.
- Reorganising the assessment room, such as the removal of visual stimuli for an autistic candidate, if possible.

Due notice is required from the APP in order for appropriate arrangements to be agreed upon by WSET® Awards, and to put the Reasonable Adjustments into place. The period of notice required is at least four weeks prior to the examination date.

Therefore, we will ascertain if any special assessment needs require Reasonable Adjustments to be made for examination purposes, at the time of registration.

We will inform WSET® Awards at the earliest opportunity so that appropriate arrangements can be made. Out of fairness to all candidates, evidence of the individual circumstances giving rise to the request will be produced.

The specific arrangements for the examination process itself, or for marking, will be agreed upon in each case between us and the Examinations Administrator at WSET® Awards and will vary according to individual circumstances. We agree that WSET® Awards reserves the right to seek the advice of independent agencies as appropriate in coming to a decision on specific arrangements.

We note that further details are contained in the Examination Regulations for each specific qualification in the Wine and Spirit Education Trust Operating Handbook.

We are 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.

It is noted that Reasonable Adjustments will not give an unfair advantage compared to candidates for whom Reasonable Adjustments are not being made or alter the assessment demands of the qualification as detailed in the qualification specification.

We note that results will be issued according to WSET® Awards' normal published time scales.