



LEADING TREASURY
PROFESSIONALS

ACT Reasonable Adjustment Policy

Revised July 2016

Introduction

The Association of Corporate Treasurers (ACT) is a UK based Awarding Body, committed to providing high quality qualifications and assessment practices with supporting policies that are transparent and free from bias.

The UK Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

In this regard, ACT is willing to review requests for reasonable adjustment from candidates who have long-standing conditions that would otherwise mean they are unlikely to be able to perform on an equitable basis to other candidates when sitting an exam or submitting an assignment. Any adjustment seeks to provide an equal opportunity to candidates who would otherwise be at a disadvantage, but it should not over compensate by giving them an advantage over others. It is also important that the reasonable adjustment does not materially affect the validity or reliability of the assessment.

An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment. There is no duty on the Awarding Body to make any adjustment to the assessment objectives being tested in an assessment.

NB: It is the Approved Centre's responsibility to provide reasonable adjustment for the student's learning experience; ACT's Awarding Body will only be able to provide reasonable adjustment in relation to its assessments.

Please note that if a candidate has been affected by unforeseen or extenuating circumstances immediately prior to or during the sitting of an exam or submission of an assignment, they should apply for special consideration, which is covered by the Special Consideration Policy, available separately.

ACT policy and examples of reasonable adjustments for assessments

Requests for reasonable adjustment should be made no later than six weeks before the assessment date to ensure there is enough time to provide the appropriate adjustment. Third party evidence (medical report or psychological assessment that is ordinarily no more than five years old) is required to support your request, and with your permission, ACT will keep a note of your condition and any adjustment that is granted so that you do not have to reapply for reasonable adjustment for subsequent assessment bookings, instead candidates will be asked to confirm that they have previously received a reasonable adjustment at the time of booking their assessment. The information you provide will be used only for the purposes of determining the reasonable adjustment and will not be disclosed to any third party without your consent. We will keep this information no longer than is reasonably necessary.

The ACT is able to provide a range of adjustments, and these will be granted based on your application and any recommendation made within your supporting evidence. Adjustments may include one or more of the following, although this list is not exhaustive:

- Extra time, usually a percentage of the total allowed, e.g., 25%.
- Supervised breaks for which extra time is usually allowed.
- Separate accommodation for the exam or an alternative venue.
- Allowance to use own assistive software or ICT, should it be compatible.
- Assessment material in large print or on high contrast paper.
- Assessment material in audio format.
- A reader and/or scribe.
- Responses in audio format.
- Allowance for modification to equipment or resources where necessary.

Process for reasonable adjustments for assessment

Candidates wishing to request reasonable adjustment for their assessments for the first time should complete the Reasonable Adjustment form that is located on the ACT website at <https://www.treasurers.org/learning/qualifications/assessment/bookings>

Those who have previously received a reasonable adjustment must apply again by specifying that exactly what reasonable adjustment they are entitled to on the assessment application form at the time of booking.

You must submit the request no later than six weeks before the assessment date.

Your first initial request must be supported by appropriate and recent evidence, usually in the form of a medical report or psychological assessment, which is no more than five years old. If candidates need to pay to obtain this evidence, this payment is the candidate's responsibility. ACT is unable to cover these costs. You will be able to upload this documentation via the form. You will also be asked to provide a short reason for the reasonable adjustment request and a brief description of what is required for you to take the exam. The ACT assessment team will then contact you to make the necessary arrangements.

If during your examination the reasonable adjustment was ineffective, you must relay your concerns to the invigilator before leaving the exam room or to the remote invigilator via webcam so that they can note them in their report, as this report will be consulted to corroborate any claims made. Issues in relation to the examination itself will be reviewed in the same way as those made under special consideration. You should write to the Assessment Manager at the ACT as soon as possible following the exam or assignment submission deadline and in any case within 21 days of this date if you have concerns about the effectiveness of your reasonable adjustment.

These documents will then be passed to an Academic Panel for review. Any adjustments will be made prior to the results being published. Specific information about any adjustment(s) will not be released to individuals but everyone who has submitted an individual claim will be notified that their request has been considered by the panel.

The ACT seeks to apply any adjustment(s) in line with historical practice so that there is consistency over time.

NB: Any claim that is related to an exam sitting e.g., dysfunctional equipment, must be corroborated by the Invigilator.

Copies of all ACT's policies in relation to assessment can be found on the ACT's website at <https://www.treasurers.org/learning/qualifications/assessment/policies>

For advice in relation to any of these policies, please telephone the Assessment Manager on +44 (0)207 847 2566 or email assessment@treasurers.org

Contact details for this policy

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