ACT EDUCATION

ACT REASONABLE ADJUSMENT POLICY

All ACT assessments and assignments

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 overcompensate 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.

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 ADJUSMENTS FOR ASSESSMENTS

If candidates have previously applied for Reasonable Adjustments, prior to 1 February 2019, the candidate should contact us to ensure our records are up to date. If candidates are applying for Reasonable Adjustments for the first time, from 1 February 2019 onwards, applications should be made **no later than the assessment booking deadline** to ensure there is enough time to provide the appropriate adjustment. Booking deadlines can be found on: https://learning.treasurers.org/assessment/dates .

Third party evidence (a medical report or psychological assessment that is ordinarily no more than five-years old) is required to support a request and should be submitted by the assessment booking deadline. If candidates need to pay to obtain this evidence, it is the candidate's responsibility. The ACT is unable to cover these costs. Depending on the reason for reasonable adjustment, you may be required to renew your evidence after a defined period.

The information provided will be used only for the purposes of determining the reasonable adjustment necessary and will not be disclosed to any third party without the candidate's explicit consent. We will not keep this information for longer than is reasonably necessary, and it will be stored in a secure file area, accessed only by the Awarding Body team. Once it is no longer required, it will be securely destroyed. The Awarding Body team will confirm adjustments prior to the assessment and will advise whether further evidence is required.

The ACT is able to provide a range of adjustments, some of which are listed below:

- extra time, usually a percentage of the total allowed, e.g. 25%
- supervised breaks for which extra time is usually allowed
- large font/contrast background of the assessment material
- a reader and/or scribe
- allowance for modification to equipment or resources where necessary
- other reasonable adjustments will be considered.

Adjustments will be granted based on the application and any recommendation made within the supporting evidence. Specific information about any adjustment(s) will be conveyed to the candidate after submission of an application.

PROCESS FOR REASONABLE ADJUSTMENTS FOR ASSESSMENTS

The candidate should email assessment@treasurers.org stating they wish to apply for a reasonable adjustment and provide the relevant third-party evidence.

For session-based assessments, reasonable adjustment applications should be sent by the booking deadline. The Awarding Body team will process the request and advise on adjustments granted, in light of the supporting evidence, within five working days of receiving the application. The ACT will check candidate records and apply the reasonable adjustment for those who have previously received an ongoing reasonable adjustment. The candidate will be advised the adjustment is in place two weeks before the assessment date.

For on-demand assessments, reasonable adjustment requests need to be provided at the time of booking the exam, otherwise the ACT may not be able to accommodate the request. The earlier candidates can contact the ACT to discuss their needs, the more opportunity the ACT will have to support the student.

If during the assessment the reasonable adjustment was ineffective, the candidate must relay their concerns to ACT Awarding Body team up to 72 hours after the assessment. Issues reported will be reviewed in the same way as those made under Special Consideration. The candidate will be contacted after they receive their results to discuss and agree future reasonable adjustments to ensure they are suitable.

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



To find all the resources needed to take your assessment successfully and support any post-assessment queries you may have, please visit our website at: learning.treasurers.org/assessment.

If you have any questions regarding your assessments, please contact us at assessment@treasurers.org.