

Reasonable Adjustments – NRC Centre Information

Centre information

PLASA has laid out its commitment to Equality of Opportunity for all of its qualifications, in the Equal Opportunities, Reasonable Adjustment and Special Considerations policy. This policy is available to every assessment centre and assessor and should be held in the Centre and Assessor Manuals. It is also issued to every candidate who registers and should be available to candidates to review at the centre.

The following is to assist centres with the procedural aspects of meeting the policy, should a candidate request a Reasonable Adjustment to enable them to participate in the National Rigging Certificate.

Reasonable Adjustment

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'. All centres must recruit candidates with integrity – that is by identifying candidates who have the potential to succeed on the course and identifying actions which may limit the impact of issues identified.

- Any adjustments made must be agreed before commencing the assessment.
- The adjustment must not affect the reliability and validity of the assessment outcome.
- Care must be taken to ensure that adjustments are reasonable and proportionate to the individual need (e.g. a candidate with dyslexia may require extra time in the written paper, but may not in the practical assessment)
- The need to meet competence and health and safety standards will not be compromised and will be taken into consideration when coming to a decision.
- The evidence produced by the candidate is assessed exactly the same as for any other candidate on the same programme. They must meet the same criteria.
- Each reasonable adjustment will be reviewed on the basis of practicality, cost and effectiveness.
- Any reasonable adjustments must be applied in an unbiased manner.
- All adjustments must be signed off by the Centre Manager before the candidate is notified of any decisions.

Centres are responsible for treating all candidates fairly and without prejudice.

A record of any adjustments must be kept on the Reasonable Adjustment form and a copy held at the centre, in the candidate file.

Examples of types of Reasonable Adjustment that could be given by Centres:

1. Additional Time Request

Allowing additional time to complete tasks or providing supervised rest breaks during assessment activity.

Evidence required

Depending on the adjustment, a confirmation of the condition from a registered educational psychologist or medical doctor that states a) the % additional time that may be required and b) that the individual is fit to carry out any specific 'risk' type activities. If it exceeds 25 % of the total time for the assessment, then the application may be determined as not reasonable.

2. Adaptation of Assessment Material

Adapting assessment materials, such as providing materials with the font enlarged, Braille.

Evidence required

Depending on the adjustment, a statement from a registered educational psychologist or medical doctor that defines the condition and states the action that may be required.

3. Use of Assistance

Providing assistance during assessment, such as a sign language interpreter, or a reader.

Evidence required

Depending on the adjustment, a statement from a registered educational psychologist, or medical doctor that defines the condition and states the action that may be required.

4. Environment

Re-organising the assessment room or location for the assessment

Evidence required

Depending on the adjustment, a statement from a registered educational psychologist, or medical doctor that defines the condition and states the action that may be required.

5. Change of Assessment method

Changing the assessment method, for example from a written assessment to a spoken assessment.

Evidence required

Depending on the adjustment, a statement from a registered educational psychologist, or medical doctor that defines the condition and states the action that may be required.

6. Assistive technology

Using assistive technology, such as screen reading or voice activated software.

Evidence Required

A statement from a registered educational psychologist or medical doctor that defines the condition and states the action that may be required.

Centre Reasonable Adjustment Procedure

Steps	Procedure for Centres for Implementing Reasonable Adjustments.
Step 1	Candidate registers with PLASA and is sent the candidate pack containing the Equal Opportunities policy.
Step 2	The candidate contacts the centre and enquires or requests a reasonable adjustment for their assessment. The centre sends the application form to the candidate before booking them onto the assessment.
Step 3	<p>The candidate returns the completed Reasonable Adjustment form with evidence as identified in the policy.</p> <p>The centre manager reviews the evidence and the information against the policy criteria and decides on the course of action:</p> <ul style="list-style-type: none"> • To permit the assessment undertaking the reasonable adjustment required. • To request support from PLASA on the decision to allow the reasonable adjustment. • Not to permit the reasonable adjustment for reasons identified in the policy being given to the candidate. <p>The candidate is notified of the course of action.</p>
Step 4	If not agreed the centre informs the candidate and PLASA of the outcome and PLASA will refund the registration fee to the Candidate.
	If agreed, the centre prepares for the reasonable adjustment and informs the assessor and centre personnel.
Step 5	The assessment takes place.
Step 6	Outcomes of the assessment process follow normal assessment procedures.
Step 7	Records of the reasonable adjustment are kept in the candidate file and in the IV File. A copy of the adjustment form is sent to PLASA and recorded on the candidate activity sheet as RA that is sent to PLASA.
Step 8	Reasonable Adjustments are then moderated through External Verification.

Reasonable Adjustment Application Form

Before completing this form you should read the PLASA Equal Opportunity, Reasonable Adjustment and Special Consideration Policy, which is included in the candidate pack, or contact us - details are at the bottom of the page. Please return the form to the Centre, address details are in the candidate pack.

1. CANDIDATE INFORMATION	
Candidate Reference Number	
Qualification Applied For	
Assessment Centre	

2. YOUR DETAILS			
First Name		Surname	
Address			
County		Postcode	
Country		Nationality	
Telephone		Mobile	
E-mail		Date of Birth	

3. CIRCUMSTANCES AND REASONABLE ADJUSTMENT REQUIRED	
Circumstances - Please give a brief explanation of the condition that led to this request for this reasonable adjustment.	
Reasonable Adjustment Requested - Please indicate the support required.	
4. SUPPORTING EVIDENCE	

PLASA require a statement from a medical professional that confirms the nature of the problem that requires reasonable adjustments to be made for your assessment.

Please ensure that the document is signed and the originator can be clearly contacted with address and telephone number as we may need to contact them for clarification if we are unsure about the adjustment that we need to make.

Please list below the documents you are providing.

Evidence 1		Evidence 2	
Evidence 3		Evidence 4	

Please indicate which, if any of the following adjustments would meet your needs by ticking the boxes

Someone to read the questions to you	<input type="checkbox"/>	Someone to record your answers	<input type="checkbox"/>
Sign Language Interpreter	<input type="checkbox"/>	Large typeface	Size requested <input type="checkbox"/>
Additional Time Request	<input type="checkbox"/>	How long? Note: this should not exceed 25% of time allocation	<input type="checkbox"/>

Room or Environment Change - please describe below

Other requests - please describe below

4.DECLARATION - We will process your data in accordance with the principles of the UK data protection Act (2018)

I confirm that by completing and submitting this form:

I give consent to the processing of this data

I have read the PLASA reasonable adjustment policy and understand it

I have supplied information that is correct to the best of my knowledge

Sign below	Date	Office use: Is evidence listed attached? Yes / No
		Adjustment Approved Yes / No Date
		Candidate Advised Yes / No Date