

Reasonable Adjustments Policy

WSET Awards seeks to assess 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 are approved by APP via WSET Awards and put in place before the assessment activity takes place; they constitute an arrangement to give the candidate access to the qualification. The use of a reasonable adjustment is not taken into consideration during the assessment of a candidate's work.

Reasonable adjustments must not give unfair advantage over candidates for whom reasonable adjustments are not being made, or affect the reliability and validity of the assessment outcomes as detailed in the applicable Specification.

Reasonable adjustments 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 large text format;
- Providing access facilitators during assessment, such as a sign language interpreter or reader;
- Re-organising the assessment room, such as removal of visual stimuli for an autistic candidate.

Applying for a reasonable adjustment

APPs must identify at the time of candidate enrolment any special needs which may require a reasonable adjustment at the time of the examination. It is why during the enrolment procedure, we will ask the candidate to specify any special educational need and disability. We must submit a Reasonable Adjustment Application Form to the WSET Awards Assessments Manager for analysis and decision. This must attach supporting evidence. To this end we ask as lead time at least **six weeks** before the examination date in the case of WSET qualifications at Levels 1-3 and at least **ten weeks** before the examination date in the case of the WSET Level 4 Diploma.

The specific arrangements for the examination process itself, or for marking, will be agreed in each case between our Examinations Officer and the Assessments Manager, WSET Awards, and will vary according to individual circumstances. WSET Awards reserves the right to seek the advice of independent agencies as appropriate in coming to a decision on specific arrangements. Please note that we may not offer reasonable adjustments to any candidate until this has been agreed with WSET Awards.

Candidates and their advisors should be aware that it is not appropriate to make requests for reasonable adjustments where the candidate's particular difficulty directly affects performance in the attributes that are the focus of the assessment.

APPs must keep records of all reasonable adjustment applications. We refer also to our Privacy Policy for Data protection for the handling of these sensitive personal datas.