

NEBOSH Reasonable Adjustments Policy



The British Safety Council seeks to prevent discrimination against candidates with access-related assessment needs. We will apply access arrangements, reasonable adjustments and special consideration, to promote equality of access for candidates who are placed at a substantial disadvantage in comparison to a person without disability or difficulty.

Definitions

Access arrangements

Access arrangements are agreed **before an assessment**. They allow candidates/learners with special educational needs, disabilities or temporary injuries to access the assessment. Access arrangements allow candidates/learners to show what they know and can do without changing the demands of the assessment: for example, a reader, a scribe and a word processor.

The intention behind many access arrangements is to meet the needs of an individual disabled candidate without affecting the integrity of the assessment. In this way awarding bodies will comply with the duty under the Equality Act 2010 to make 'reasonable adjustments' (See below).

Reasonable adjustments

Reasonable adjustments are agreed **before an assessment takes place**. The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage. An example would be a Braille paper, which would be a reasonable adjustment for a visually impaired person who could read Braille.

A reasonable adjustment for a person may be unique to that individual and may not be included in the list of available access arrangements (see Appendix 1).

The application of a reasonable adjustment will depend on a number of factors that will include the needs of the disabled candidate/learner, the effectiveness of the adjustment, its cost and its likely impact upon the candidate and other candidates.

An adjustment will not be approved if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment. This is because the adjustment is not "reasonable".

In most cases it will not be reasonable for adjustments to be made to assessment objectives within a qualification. To do so would likely undermine the effectiveness of the qualification in providing a reliable indication of the knowledge, skills and understanding of the candidate.

Special consideration

Special consideration is an adjustment to a candidate's mark or grade to reflect temporary illness, injury or other indisposition **at the time of the assessment**.

Special consideration should not give the candidate an unfair advantage; neither should its use cause any person to be misled regarding a candidate's achievements. The candidate's result must reflect his or her achievement in the assessment and not necessarily his or her potential ability.

Procedures

1. The employer or student should disclose as early as possible, preferably before registering a candidate for a qualification, any difficulties that the candidate may have in accessing assessment. They should be advised to make a request to the Head of Education for an appropriate adjustment.
2. The Head of Education will select an appropriate adjustment to make the assessment accessible to the candidate and involve the candidate in making any decisions. If in doubt, NEBOSH should be contacted for advice;
3. The Heads of Education and Operations will follow NEBOSH's procedures for requesting access arrangements, reasonable adjustments and special consideration. The applications must be supported by the Head of Education or other member of staff with designated responsibility;
4. The Heads of Education and Operations will follow NEBOSH's procedures for implementing adjustments to assessment.
5. The British Safety Council will ensure that the candidate uses only appropriate adjustments and that they keep records of these adjustments for audit purposes.
6. The candidate can query any decision not to allow an adjustment in writing to the Head of Education who will review the decision and communicate the outcome to the student.
7. The British Safety Council will design teaching materials in an inclusive way so that they are accessible to candidates with access-related needs;
8. The British Safety Council will ensure that buildings used for assessment are accessible to all candidates, as far as is practicable.