



# Reasonable Adjustments Policy

*CILEX End-Point Assessment*

# Purpose

1. CILEX recognises that reasonable adjustments allow apprentices to show what they know and can do without changing the validity or demands of the assessment. The CILEX Reasonable Adjustments Policy – CILEX End-Point Assessment sets out CILEX’s policy position in relation to the provision of reasonable adjustments.
2. This policy should be read in conjunction with the associated CILEX Reasonable Adjustments Procedure – CILEX End-Point Assessment.

# Scope

3. This policy applies to apprentices undertaking CILEX End-Point Assessments (EPAs), their employers and training providers, CILEX staff and contractors involved in the delivery of EPA services.
4. Access arrangements, for apprentices with temporary illness, injury or indisposition, are addressed separately in the CILEX Access Arrangements Policy – CILEX End-Point Assessment.

# Definitions

5. The term ‘assessment’ in the context of this policy includes the components of an End-Point Assessment listed in Appendix 1.
6. Reasonable adjustments are offered within the scope of the Equality Act 2010. The Act requires end-point assessment organisations to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.
7. The Act defines someone with disabilities as having ‘a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on someone’s ability to carry out normal day-to-day activities’. Disabilities considered for reasonable adjustments include but are not limited to mobility issues; sensory impairments; learning difficulties such as dyslexia, Asperger’s syndrome and autism; medical conditions such as multiple sclerosis, MND and cancer.
8. Reasonable adjustments alleviate or remove the effect of a disability, which places an apprentice at a substantial disadvantage, to enable them to demonstrate their knowledge, skills and understanding to the levels of attainment required by the relevant Apprenticeship Standard.

# Key principles

9. The Equality Act 2010 requires adjustments to be ‘reasonable’ for apprentices in terms of giving access to the assessment, and to end-point assessment organisations in terms of costs. CILEX will also consider the safety, practicality and effectiveness of the reasonable adjustments.

10. Reasonable adjustments allow apprentices to demonstrate their attainment without affecting or circumventing the assessment requirements. They may involve but are not limited to:
  - changing standard assessment arrangements, for example, allowing extra time to complete the assessment
  - modifications to the presentation of assessment materials, for example enlarged font
  - providing access facilitators during the assessment, such as a prompter or reader.
11. Reasonable adjustments are agreed before the EPA takes place allowing apprentices to be fairly assessed.
12. The use of reasonable adjustments will not be taken into consideration in the marking of an apprentice's assessment responses.
13. Reasonable adjustments should not give an apprentice an unfair advantage, neither should they mislead stakeholders regarding an apprentice's achievements.

## Eligibility for reasonable adjustments

14. Apprentices will be eligible for reasonable adjustments if their performance during an assessment is likely to be substantially affected by a disability, as defined under the Equality Act 2010.
15. Some apprentices with disabilities may not need reasonable adjustments for assessments. Apprentices may have developed coping mechanisms which minimise or remove the need for adjustments.
16. Apprentices will only be eligible for reasonable adjustments if valid supporting evidence accompanies the application in accordance with the requirements set out below.
17. Apprentices with an Education, Health and Care plan or a Statement of Special Educational Need do not automatically qualify for reasonable adjustments. The demands of the assessment are taken into account. The reasons for the statement may have only limited effect on achievement in the assessment.

## Supporting evidence

18. Supporting evidence, which is current, sufficient, valid, reliable and from an appropriately qualified professional, must accompany all requests for reasonable adjustments. The evidence must set out the reasonable adjustments required to reduce the barrier to the assessment.

## Decision making

19. CILEX decides the reasonable adjustments to be put in place having considered the defined needs of individual apprentices as set out in the supporting evidence.
20. In making decisions CILEX will consider:
  - the documented supporting evidence from a qualified professional setting out the impact of the apprentice's disability and the adjustments required

- the apprentice’s normal methods of studying and producing work
  - the characteristics of the assessment for which a reasonable adjustment is required
  - the cost of the adjustments
  - the likely impact of the adjustment upon the apprentice and other apprentices, where applicable.
21. CILEX will not approve a request for reasonable adjustments if it is not ‘reasonable’, this may include if the adjustment:
- involves unreasonable costs to CILEX
  - involves unreasonable timeframes
  - compromises health and safety
  - compromises the security or integrity of the assessment.
22. The outcome of a reasonable adjustments request may be:
- approval of the reasonable adjustments
  - rejection of the application based on insufficient evidence
  - rejection of the application based on the reasonableness of the request, such as a request for specialist equipment
  - suggested alternative adjustments.

## Reasonable adjustments appeals

23. Information about appealing the outcome of a reasonable adjustments application is set out in the CILEX Appeals Policy – CILEX End-Point Assessment and the associated Appeals Procedure.

## Policy review arrangements

24. This policy is subject to a three-year review cycle. However, the policy may be reviewed more frequently to address regulatory changes, operational feedback or concerns brought to the attention of CILEX to ensure the policy remains fit for purpose.
25. This policy is also reviewed as part of CILEX ongoing quality improvement monitoring.

Summary of changes between V3.0 and previous version
<ul style="list-style-type: none"> <li>▪ Added Appendix 1 that lists the End-Point Assessments offered by CILEX.</li> <li>▪ Amendment to the definition of disabilities.</li> </ul>

### CILEX End-Point Assessments

CILEX Level 3 End-Point Assessment for ST0245 Paralegal Apprenticeship Version 1.2

CILEX Level 3 End-Point Assessment for ST0245 Paralegal Apprenticeship Version 1.3

CILEX Level 6 End-Point Assessment for ST0244 Chartered Legal Executive Apprenticeship Version 1.0

CILEX Level 6 End-Point Assessment for ST0244 Chartered Legal Executive Apprenticeship Version 1.1

CILEX Level 7 End-Point Assessment for ST1368 Chartered Legal Executive Litigator and Advocate Apprenticeship Version 1.0