



Reasonable Adjustments Procedure

CILEX End-Point Assessment

Introduction

1. This procedure describes the way in which CILEX implements its CILEX Reasonable Adjustments Policy for CILEX End-Point Assessments (Appendix 1). This procedure should be read in conjunction with the CILEX Reasonable Adjustments Policy – CILEX End-Point Assessment.

Scope

2. This procedure 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.

Applying for reasonable adjustments

3. CILEX will accept applications from the apprentice, the apprentice's employer or the apprentice's training provider. Employers/training providers making an application on behalf of an apprentice must have the apprentice's explicit written permission. CILEX reserves the right to request to see a copy of the apprentice's written consent.
4. Applicants should download and complete the CILEX Reasonable Adjustments Form available on the CILEX EPA System and submit it as instructed on the form.
5. The form must be accompanied by appropriate supporting evidence.
6. Examples of the range and types of adjustments for which apprentices may apply is set out in Appendix 2. Other reasonable adjustments will be considered subject to the requirements set out in this procedure and the associated policy.

Supporting evidence requirements

7. Applicants are responsible for submitting supporting documentation with the reasonable adjustments application form to ensure that CILEX is able to provide appropriate support.
8. Supporting evidence must be sufficient, valid, reliable and from an appropriately qualified professional. Apprentices need to explain to this professional the circumstances around their level of study and the format of the assessment so that they can fully assess the apprentice's needs and the adjustments required for the assessment. The reasonable adjustments required may vary depending on the type of assessment.
9. Appropriate supporting evidence may include:
 - a report from a medical, psychological or clinical professional
 - a report from qualified staff engaged by the apprentice's training provider.
10. The evidence must state the name, title and professional credentials of the person who carried out the assessment of the apprentice and produced the evidence. The evidence must set out the barrier to taking the assessment arising from the disability and recommend the reasonable adjustments required to reduce this barrier. The recommended adjustments must be clearly set

out, for example, if extra time is recommended, the percentage of extra time required must be stated.

11. The evidence should be accurate about the apprentice's current level of disability and, where possible, should have been written within the last six months, particularly where it might be expected that there could be changes in the way the apprentice is affected by the disability.

Decisions on reasonable adjustments

12. Applications for reasonable adjustments with appropriate supporting evidence are considered in accordance with the CILEX Reasonable Adjustment Policy – CILEX End-Point Assessment. The supporting evidence is used to assess the application.
13. CILEX reserves the right to suggest alternative adjustments in circumstances where the reasonable adjustments requested are impractical, may compromise the integrity or security of the assessment, may compromise health and safety, involve unreasonable costs, or similar.
14. Where appropriate, CILEX will liaise with the apprentice, their training provider and/or employer in order to put in place the approved reasonable adjustments, for example, in relation to arrangements for an access facilitator.

Requirements for access facilitators

15. Applications for access facilitators, for example readers, scribes, prompters, will be considered by CILEX subject to the following conditions:
 - An access facilitator (e.g. reader, scribe, prompter) should not normally be the apprentice's tutor. However, there may be particular circumstances in which it is necessary to use the apprentice's own tutor, and these must be discussed with CILEX in order that CILEX can determine if such an arrangement is appropriate.
 - On no account may a relative, friend or peer of the apprentice be used as an access facilitator.
 - Apprentices will normally be required to sit the assessment at their training provider, workplace or similar venue if the use of an access facilitator is approved.
16. CILEX will issue guidelines to access facilitators to ensure that the assessments are delivered in accordance with CILEX requirements, and the integrity of the assessment is maintained.
17. An apprentice should, wherever possible, have adequate practice in the use of a reader, scribe, prompter, as applicable.

Timelines

18. Apprentices, who require reasonable adjustments should apply as soon as possible after being registered with CILEX for the EPA.
19. Applications for reasonable adjustments for scheduled assessments must be submitted to CILEX at least two months prior to the scheduled assessment date.

20. CILEX will process applications for reasonable adjustments and notify apprentices of the outcome within 20 working days. CILEX reserves the right to extend this period if further evidence is required.

Retention of materials

21. CILEX retains reasonable adjustment applications and supporting evidence for seven years.

Review arrangements

22. This procedure is subject to a three-year review cycle. However, the procedure may be reviewed more frequently to address operational feedback or concerns brought to the attention of CILEX to ensure the procedure remains fit for purpose.
23. This procedure and the associated policy are 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">▪ Added Appendix 1 that lists the End-Point Assessments offered by CILEX.▪ Amended where the reasonable adjustments form can be located.▪ Amended the retention period for reasonable adjustment applications and supporting evidence.▪ Replaced the written range and type of reasonable adjustments examples with a table.

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

Range and Types of Reasonable Adjustments

Examples of the range and type of reasonable adjustments which may be considered are set out below. CILEX will only approve reasonable adjustments for which there is supporting evidence in accordance with CILEX requirements. CILEX must be satisfied that the reasonable adjustments approved compensate for the barrier caused by an apprentice's disability without modifying or invalidating the assessment requirements or reducing the integrity of the assessment.

Reasonable Adjustment Matrix¹

	Test	Project	Presentation	Professional Discussion/ Interview
Extra time allowance	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5	2, 3, 4, 5, 7	2, 3, 5, 6, 7
Scribe	2, 6, 8	–	–	–
Reader	2, 8	–	–	–
Personal support worker in attendance	2, 5, 8	2, 5, 8	2, 5, 6, 8	2, 5, 8
Timed rest breaks	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8
Bathroom breaks	4, 6	4, 6	4, 6	4, 6
BSL interpreted and extra time	7	7	7	7

	Test	Project	Presentation	Professional Discussion/ Interview
Flexibility with location	–	3, 4, 5, 6	3, 4, 5, 6	3, 4, 5, 6
Flexibility of time of assessment	4	4	4	4
Permission to write notes	–	–	–	2, 4, 5
Permission to bring notes	–	2, 4, 5	–	2, 4, 5
Information presented in required format – size, font style, colour	2, 8	–	–	–

	Test	Project	Presentation	Professional Discussion/ Interview
Individual testing	3, 4, 5	–	–	–
Paper based option	2, 4	–	–	–
Written questions to back up verbal	–	–	2, 4, 5, 6	–
Rewording of questions – clarification if needed	–	–	2, 3, 7	2, 3, 7
Time allowance for processing verbal questions	–	–	2, 4, 5, 7	2, 4, 5, 7

Information presented in small chunks	–	–	2, 4, 7	2, 4, 7
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1. No known disability
2. Cognitive processing need such as dyslexia, dyspraxia; a need in executive function, visual processing speed, visual perception, literacy, numeracy, verbal reasoning, verbal memory, non-verbal memory
3. Social/communication need such as autistic spectrum condition
4. Long standing illness such as cancer, epilepsy, Crohn's, IBS, chronic fatigue
5. A mental health condition
6. A physical need such as crutches or wheelchair user, arthritis, paraplegia, quadriplegia, cerebral palsy
7. Hearing need
8. Visual need

¹ This has been taken from IfATE's End-Point Assessment Reasonable Adjustments Guidance. The guidance is covered by [Open Government Licence \(OGL\)](#).