



# Reasonable Adjustments Procedure

*CILEX Regulated Qualifications*

# Introduction

1. This procedure describes the way in which CILEX implements its CILEX Reasonable Adjustments Policy for the CILEX regulated qualifications listed in Appendix 1. This procedure should be read in conjunction with the CILEX Reasonable Adjustments Policy – CILEX Regulated Qualifications.

## Scope

2. This procedure applies to CILEX learners, training providers, training provider staff and associated contractors, CILEX staff and contractors involved in the assessment and/or delivery of CILEX regulated qualifications.

## Applying for reasonable adjustments

3. Learners who did not apply for reasonable adjustments when they registered for the qualification must ensure their application is submitted by the deadline set out in the Key Dates and Deadlines for the examination session.
4. An application for reasonable adjustments will apply to all assessments.
5. Learners should complete the online Reasonable Adjustments application in myCILEX.
6. Evidence to support the application must be uploaded with the application.
7. Training providers seeking to make an application on behalf of a learner should contact the CILEX Customer Service team. Training providers must have the learner's explicit written permission. CILEX reserves the right to request to see a copy of the learner's written consent.
8. Examples of the range and types of adjustments for which learners 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

9. Learners/training providers are responsible for submitting supporting documentation with the reasonable adjustments application to ensure that CILEX is able to provide appropriate support.
10. Supporting evidence must be sufficient, valid and reliable, and from an appropriately qualified professional. Learners 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 learner's needs and the adjustments required for the assessment. The reasonable adjustments required may vary depending on the type of assessment.
11. Appropriate supporting evidence may include:
  - a report from a medical, psychological or clinical professional
  - a report from qualified staff engaged by the learner's training provider, for example, a Special Educational Needs Co-ordinator.

12. The report must state the name, title and professional credentials of the person who carried out the assessment of the learner and wrote the report. The report 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.
13. The report should be accurate about the learner'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 learner is affected by the disability.

## Decisions on reasonable adjustments

14. Applications for reasonable adjustments with appropriate supporting evidence are considered in accordance with the CILEX Reasonable Adjustment Policy – CILEX Regulated Qualifications. The supporting evidence is used to assess the application.
15. 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.
16. Reasonable adjustments which have been approved are applied to all assessments.
17. Where appropriate, CILEX will liaise with the learner/training provider to put in place the approved reasonable adjustments, for example, in relation to arrangements for an access facilitator.

## Requirements for access facilitators

18. 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 learner's tutor. However, there may be particular circumstances in which it is necessary to use the learner'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 learner be used as an access facilitator.
  - Learners will normally be required to sit assessments at their training provider, workplace or similar venue if the use of an access facilitator is approved.
19. 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.
20. A learner should, wherever possible, have adequate practice in the use of a reader, scribe, prompter, as applicable.

## Timelines

21. Reasonable adjustments for external assessments must be requested by the deadlines published on the CILEX website for the qualification.

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

## Retention of materials

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

## Review arrangements

24. 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.
25. This procedure and the associated policy are also reviewed as part of CILEX ongoing quality improvement monitoring.

Summary of changes between V4.1 and previous version
<ul style="list-style-type: none"><li>▪ Deleted Decisions devolved to training providers.</li><li>▪ Amended retention period for reasonable adjustment applications and supporting evidence.</li><li>▪ Removed qualifications no longer offered by CILEX (Appendix 1).</li><li>▪ Replaced written range and type of reasonable adjustments examples with a table (Appendix 2).</li></ul>

### CILEX Regulated Qualifications

CILEX Level 6 Certificate in Law

CILEX Level 6 Diploma in Law and Practice

CILEX Level 6 Diploma in Legal Practice (Graduate Fast-track Diploma)

### Range and Types of Reasonable Adjustments

Examples of the range and type of reasonable adjustments which may be considered are set out in the matrix 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 a learner’s disability without modifying or invalidating the assessment requirements or reducing the integrity of the assessment.

#### Reasonable Adjustment Matrix<sup>1</sup>

Extra time allowance	2, 3, 4, 5, 6, 7, 8
Scribe	2, 6, 8
Reader	2, 8
Personal support worker in attendance	2, 5, 8
Timed rest breaks	2, 4, 5, 6, 7, 8
Bathroom breaks	4, 6
Information presented in required format – size, font style, colour	2, 8

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

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