

CILT (Ireland) Policy

Reasonable Adjustments

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Introduction

The CILT(Ireland) is committed to equality of opportunity to all who participate in its examinations.

The CILT is steadfast in ensuring that there are no unnecessary barriers to access during assessment. The CILT aims to ensure each qualification provides fair access by design. This includes ensuring that the qualification is accessible to as many candidates as possible whilst at the same time maintaining public confidence in its rigour and validity as a true indicator of a candidates' ability.

The CILT is mindful of the legal requirements seeks to avoid any direct or indirect discrimination.

The purpose of this Policy is to outline the arrangements the CILT has in place for dealing with candidates that require Reasonable Adjustments and to ensure that applications are dealt with fairly and consistently. It includes details of how candidates apply for these and what Reasonable Adjustments can be made.

Definition

A Reasonable Adjustment is defined as an adjustment made to an assessment for a qualification so as to enable a disabled candidate to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the specification for that qualification. Disabilities can either be permanent/long term, for instance a physical disability, visual impairment (which cannot be corrected by lenses or glasses), hearing impairment and/or learning difficulty that may be congenital, a result of illness or accident that is unlikely to change. For example, Apoplectic stroke,

Bell's Palsy, Cerebral Palsy, dyslexia, epilepsy, muscular dystrophy and profound deafness. Or disabilities can be temporary/short-term, for instance an impairment that the Candidate may recover from over a period of time or where the cause and nature of the illness is unknown. For example, a broken arm, carpal tunnel syndrome, chronic fatigue syndrome and tenosynovitis.

Eligibility

Reasonable Adjustments will only be granted where the integrity and reliability of the assessment is maintained, and the adjustment does not offer an unfair advantage to the candidate receiving the Reasonable Adjustment.

Reasonable Adjustments

During the enrolment and induction process, Training Providers must assess Candidates to determine whether they may not be able to demonstrate attainment in all parts of the assessment for the qualification due to a disability or difficulty, which would place the candidate at a substantial disadvantage in the assessment situation. It is the candidate's responsibility to alert their Training Provider to any such disability or difficulty.

Training Providers are required to discuss and determine with the candidate any Reasonable Adjustments required to alleviate or remove the effect of the disability or difficulty identified and these adjustments should be reflected in the delivery of the training programme.

Timescales

All applications for Reasonable Adjustment must be received by the CILT not later than three weeks before the candidate is entered for the examination, to enable arrangements to be made before the entry deadline.

Application Process

In order to apply for a Reasonable Adjustment, Training Providers should complete the Reasonable Adjustment Application Form included as Appendix A of this Policy, and also available on the CILT(Ireland)website. This should be submitted as per the details included on the form and must be accompanied by the relevant supporting evidence (as outlined below).

During the processing of an application the CILT will liaise directly with the Training Provider making the application on behalf of a candidate, rather than the candidate themselves.

Please note that a Reasonable Adjustment Application Form must be completed for each assessment series.

Supporting Evidence

Supporting evidence will be required for all applications; this may come in a variety of forms. For example, a doctor's note, medical certificate, medical consultant's report, hospital letters and Educational Psychologist's report or specific learning assessments. In all cases, the supporting evidence submitted should state the nature of the impairment, how this affects the candidate's learning and performance, and should be completed by an appropriate authority and on headed

paper. For long-term and temporary disabilities, the date and currency of the supporting evidence is also important. It may be necessary to verify the authenticity of supporting evidence.

Granting Reasonable Adjustments

There is a range of additional help that may be given to Candidates, but the assistance given should be appropriate to the individual candidate. Before the CILT makes any adjustments, the needs of the individual Candidate will be considered, as well as the supporting evidence provided, what type of help is available, the aim of the assessment and Reasonable Adjustments granted previously in previous cases of a similar nature.

Detailed below are some examples of the type of help that individual Candidates may require. These examples are meant to be informative rather than exhaustive. Individual Candidates may require a combination of arrangements or alternative arrangements to those listed. The CILT aims to ensure that all written examinations avoid the unnecessary use of colour as dyslexic Candidates, or those with visual impairments, may find certain types of coloured paper or coloured lettering distracting.

The CILT is aware that the needs of candidates change, and the range of available technologies is also subject to change and as such will continually review and investigate the type of help available and, where possible, make use of this.

Candidates with Specific Learning Difficulties

- Scribe
- Assistance of a reader
- Colour overlay
- Extra time
- Use of a word processor.

Candidates with Short-Term/Temporary Disabilities

- Alternative venue
- Scribe
- Assistance of a reader
- Extra time
- Rest breaks
- Use of approved mechanical aids
- Use of a word processor.

Further examples, feedback and guidance from Training Providers who are currently, and have previously worked with individuals requiring specific assistance, is welcome as well as information and guidance from relevant candidates to ensure that there are no barriers to success.

The CILT will confirm with the Training Provider what, if any, Reasonable Adjustments have been granted, and it is the Training Provider's responsibility to disseminate this to the candidate.

Alternative Venue

CILT may provide an alternative venue to the main exam venue. A separate room will be required with an Invigilator.

Scribe

A separate room will be required with an Invigilator. The scribe must not be a Tutor in the subject area of the assessment, a candidate studying the subject area or a friend or relative of the Candidates requiring the use of a scribe should have practice sessions with a scribe during their training programme in order to become familiar with the process before the actual examination.

Enlarged Papers/Assignment Questions

Enlarged photocopies of the examination papers or assignments can be provided by the CILT.

Extra Time

The CILT's standard allowance for extra time is 20 minutes per hour. This usually meets a varying degree of needs and can be used in conjunction with other arrangements. Some Candidates may not make use of the full extra time allowance. In very exceptional cases Candidates can be granted up to a maximum of 30 minutes per hour. Extra time may commence before the scheduled start time or at the end of normal time. Extra time allowances up to 20 minutes can be used in conjunction with rest breaks. Too much extra time may prove exhausting to the Candidate or jeopardise the integrity and reliability of the examination. Where extra time is approved, an appropriate position in the examination hall will be provided to minimise disruption as other candidate leave

Reader

When the assistance of a reader is needed to complete the examination, a separate room will be made available and a separate Invigilator provided.

Rest Breaks (Supervised)

The clock will stopped on the Candidate each time a break is required and restarted when the Candidate recommences the assessment. The time allocated to rest breaks should not exceed 60 minutes in total. The Candidate will be given the full time allocated to the examination (including extra time

Separate Room

A separate room with an Invigilator may be required if the additional arrangements made for particular candidates are likely to cause a disturbance to other candidates, Alternatively, the Candidate's individual case may merit the use of a separate room with an Invigilator.

Candidates are allowed to use printed dictionaries during the examination, including bilingual dictionaries. However, all dictionaries must be provided and checked by the Training Provider and the onus is on the Candidate to organise this with the Training Provider prior to the examination date. **The CILT** must also be informed when a dictionary has been requested.

Training Provider Compliance

The CILT will monitor all applications for Reasonable Adjustments in order to identify and prevent potential misuse, and will take the necessary action where any misuse is identified.

Appeals

Where it is not possible for the application for a Reasonable Adjustment to be granted, the CILT will provide clear reasons for this and, in the case of Reasonable Adjustments, may suggest an alternative suitable adjustment that could be made, where appropriate. However, where Training Providers or Candidates may still wish to appeal against the decision made such an appeal must be made in writing not later than 10 days from the promulgation of the decision.

The purpose of the appeal is to establish if the CILT's procedures are consistent and have been fairly and properly applied. Appeals do not re-investigate the circumstances of the original decision.

The principal grounds for appeal are that:

- the policy and procedure for the decision reached were not applied consistently or followed properly and fairly by the CILT.
- substantive additional information or evidence that was not known by the CILT or, could not have been brought to the attention of the CILT for valid reasons at the time the decision was made, has now become available.

The following do not constitute grounds for appeal:

A challenge to the judgment of the examiner(s), assessors, or moderator(s), including requests for further reviews.

Process of Appeal

Should any candidate wish to appeal a decision, they must submit their appeal within ONE week of the date on which the decision to refuse adjustment was sent to the candidate.

Should a candidate wish to appeal they must give reasons why they think the decision is wrong. Reasons do not have to be lengthy or written in legal language but must contain detail more than just 'I disagree'. Reasons for appeal could include proof of the process failing or the provision of additional evidence that may not have been reviewed during the original request.

CILT will convene an Appeal Panel of at least three people one of whom will be the Chair of the Education Committee (or their nominee) and an independent member.

The appeal panel will meet no later than 21 days from the receipt of the appeal

The Appeals Panel is empowered to accept the appeal in whole or part or to uphold the original decision.

The panel will, in writing, finalise its decision within 5 working days of the meeting and provide to the appellant by sending it to the appellant's registered address. There is no further right to appeal.

Once this process has been exhausted, a report outlining the events will be sent to the Education Committee and the contracting organisation on whose behalf the examination is conducted

Name of Training Provider:
Address and contact details:
Candidate Name:
CILT(Ireland)Candidate Number:
Qualification Title:
Unit Concerned:
Assessment Series:
Has a Reasonable Adjustment previously been granted to this Candidate?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details of this

Please state the circumstances that you believe entitles this Candidate to Reasonable Adjustment

Please state the inequalities/barriers to learning and/or assessment that you have identified²

Evidence *(please attached supporting evidence to this form)*

Please suggest the adjustment(s) that you believe is the most appropriate for this Candidate³

Name: Signed: Job Role: Date:

This form (along with the necessary supporting evidence) should be submitted to CILT Ireland, Education Services

Administrator, 1 Fitzwilliam Place D2.