

## **Reasonable Adjustments Policy and Procedures**

### **A Reasonable adjustments – introduction**

#### **1 Considering the needs of all candidates**

The BCU Awarding Body is fully committed to an unimpeded access to, and equal opportunities in, assessment and to considering the needs of all potential candidates, including those with a range of impairments which would not prevent them from discharging their coaching duties competently on qualifying. This is why the BCU AB has made its UKCC qualifications and associated assessment tasks accessible to all those candidates who are capable of demonstrating their coaching competence, thereby also minimising any later need to make reasonable adjustments for them. If, however, it is felt that, despite the accessibility of the BCU AB's UKCC qualifications, a candidate with a particular assessment requirement should be offered extra assistance, this will be done. In such cases, the BCU Awarding Body will make, or allow its centres to make, reasonable adjustments for candidates with particular assessment requirements to ensure that they can access assessment and demonstrate attainment.

#### **2 Main types of special assessment requirements which the awarding body is prepared to accommodate**

The main types of physical impairment or learning disability which should not prevent access to the BCU Awarding Body's qualifications but which may require special assistance – or a reasonable adjustment – that the awarding body is prepared to offer are:

- a moderate hearing or visual impairment;
- a physical disability, such as that resulting in restricted mobility (provided it does not impede performance in the attributes that are the focus of assessment, such as candidates' coaching ability); and
- dyslexia.

Details of the reasonable adjustments allowed by the BCU AB are given in sections B, C and D below.

#### **3 Special assessment requirements not addressed in this guidance**

If a centre believes that a candidate with a special assessment requirement not listed in this document has the potential to make a competent coach but needs a reasonable adjustment to be able to access assessment, it should apply to the awarding body's Manager to request such an adjustment. The form to be used for this purpose is the Application for Reasonable Adjustments Form, on which the centre should outline the nature of the candidate's special requirement and to suggest an appropriate adjustment.

While the awarding body will make every effort to accommodate such requests, it will not allow any adjustments which would directly affect performance in the attributes that are the focus of assessment, such as coaching ability, or otherwise undermine the integrity of its awards. Consistent adherence to this principle will ensure that the paddlesports coaches who have gained the BCU Awarding Body's qualifications

will be able to coach participants in those sports competently.

## **B General principles underpinning reasonable adjustments**

### **1 Not Invalidating the prescribed assessment requirements**

As was stated above, while the BCU Awarding Body will allow a range of reasonable adjustments to accommodate candidates' special assessment requirements, it won't authorise any adjustments which would prevent coaches from functioning effectively on qualifying and will ensure that any adjustments conform to all relevant regulatory requirements. The qualifications offered by the BCU AB are competence-based, and candidates will therefore be assessed on their ability to meet all the specified assessment criteria in order to attain the awards towards which they are working. This means that the reasonable adjustments allowed by the BCU AB won't invalidate the assessment requirements set out in the specifications for its qualifications.

### **2 Reflecting candidates' needs and usual methods of working**

The reasonable adjustments allowed by the BCU Awarding Body will reflect the current needs of individual candidates and, as far as is possible, their usual methods of working. At registration, candidates should be screened by centres, asked to give details of their particular assessment requirements and advised that they may request support to meet their individual needs and that all requests considered justifiable by the awarding body will be granted.

The adjustments envisaged for each type of a particular assessment requirement that can be accommodated by the awarding body are listed below, showing that they will indeed endeavour to meet the affected candidates' needs, allowing them to use their usual methods of working as far as possible.

#### **(i) Moderate hearing impairment**

For practical assessment, candidates who are hearing impaired to the extent which would not prevent them from coaching effectively will be allowed to:

- have the questions by Assessors and by those being coached communicated as simply or directly as possible and rephrased whenever necessary.

In addition, they may be allowed to:

- have additional time to complete the coaching session.

For written assessment, about which they will be questioned by Assessors, candidates who are hearing impaired to the extent which would not prevent them from coaching effectively will be allowed to:

- have Assessors' questions communicated as simply or directly as possible and rephrased whenever necessary.

#### **(ii) Moderate visual impairment**

For practical assessment, candidates who are visually impaired to the extent which would not prevent them from coaching effectively may be allowed to:

- have additional time to complete the coaching session;
- have the coaching session conducted in a particularly well-lit area and, if the lighting is not adequate, have the session rescheduled at no extra cost;
- have the area of the coaching session specially cleared of any objects which are not necessary for training but over which they might inadvertently trip.

For written assessment, candidates who are visually impaired to the extent which would not prevent them from coaching effectively may be allowed to:

- use alternatively-presented assessment materials, either produced on audiotape or alternatively printed;
- present their written work on audiotape;
- use a word processor with a Braille keyboard to produce their written work;
- use an amanuensis in controlled conditions (that is under the supervision of centre staff rather than at home);
- have additional time for producing written work.

(iii) Physical disabilities, including those resulting in restricted mobility

For practical assessment, candidates with physical disabilities which would not prevent them from coaching effectively (including those with restricted mobility) will be allowed to:

- use a coaching area sufficiently large and uncluttered to enable unrestricted movement, including that by wheelchairs (with wheelchair access to such areas being a statutory requirement throughout the country).

In addition, they may be allowed to:

- have additional time to complete the coaching session;
- have the relevant pieces of sports equipment adapted for use in coaching or use their own adapted versions.

For written assessment, candidates with physical disabilities which would not prevent them from coaching effectively (including those with restricted mobility) may be allowed to:

- use an amanuensis in controlled conditions (that is under the supervision of centre staff rather than at home);
- have additional time for producing written work.

(iv) Dyslexia

For practical assessment, it is not envisaged that candidates with dyslexia will need any reasonable adjustments.

For written assessment, candidates with dyslexia may be allowed to:

- have the written tasks presented to them on audiotape;
- use an amanuensis in controlled conditions (that is under the supervision of centre staff rather than at home);
- produce work on audiotape;
- have additional time for producing written work.

(v) Other particular assessment requirements not preventing candidates from becoming competent coaches

For other particular assessment requirements not preventing candidates from becoming competent coaches, the awarding body's Manager will consider each request made by a centre on its merits and will determine any such adjustments as are considered reasonable but do not invalidate the assessment requirements set out in the relevant qualification specification(s).

3 Not giving candidates an unfair advantage

Although the BCU Awarding Body will allow a range of reasonable adjustments for candidates with special assessment requirements, none of these adjustments will give the candidates in question an unfair advantage over those candidates for whom such adjustments are not being made. This is because the standards themselves won't be changed under any circumstances, and all candidates will be required to complete all the prescribed assessment components and to demonstrate their knowledge, understanding and competence strictly in accordance with the published assessment specifications, without any exemptions being allowed.

It is acknowledged that reasonable adjustments are generally not appropriate when the candidate's particular difficulty directly affects performance in the actual attributes that are the focus of assessment, such as their coaching ability, and no such adjustments will therefore be allowed.

4 Maintaining the relevance, reliability and comparability of assessment

The reasonable adjustments which will be allowed by the BCU Awarding Body will maintain the relevance, reliability and comparability of assessment leading to its qualifications because the assessment requirements will remain the same for all candidates, and the mode of assessment, despite modifications, will still check the full coverage of the competencies laid down in assessment specifications. In other words, since UKCC qualifications are competence-based, all candidates will have to meet all the necessary performance criteria before they can attain the award.

Moreover, assessment of candidates with particular assessment requirements will be conducted by the same Assessors and verified by the same verifiers (both Internal and External) as that of other candidates, and all those personnel will be required to maintain the relevance, reliability and comparability of the assessment of candidates for whom reasonable adjustments have been made.

**C Reasonable adjustments to be determined by the awarding body**

1 Summary of reasonable adjustments determined by the BCU AB

The adjustments which will be determined by the BCU Awarding Body itself are listed below, with the adjustments which give its centres some discretion being specified in the next section.

For practical assessment of hearing impaired candidates:

- allowing questions by Assessors and by those being coached to be communicated to candidates as simply or directly as possible and rephrased whenever necessary

For written assessment of hearing impaired candidates:

- allowing Assessors' questions about candidates' written work to be communicated to them as simply or directly as possible and rephrased whenever necessary

For practical assessment of visually impaired candidates:

- no reasonable adjustments to be determined by the awarding body are envisaged.

For written assessment of visually impaired candidates:

- producing alternatively-presented assessment materials for candidates, either on audiotape or in alternative print
- allowing candidates to use an amanuensis in controlled conditions
- allowing candidates to present their written work on audiotape
- allowing candidates to use a word processor with a Braille keyboard

For practical assessment of candidates with physical disabilities:

- agreeing to have the relevant pieces of sports equipment adapted for use by candidates during coaching or allowing them to use their own adapted versions

For written assessment of candidates with physical disabilities:

- allowing candidates to use an amanuensis in controlled conditions

For practical assessment of candidates with dyslexia:

- no reasonable adjustments are envisaged.

For written assessment of candidates with dyslexia:

- presenting the written tasks to candidates on audiotape
- allowing candidates to use an amanuensis in controlled conditions
- allowing candidates to produce work on audiotape.

For other particular assessment requirements not listed above:

- making any such reasonable adjustments as are considered appropriate in view of the affected candidates' particular assessment requirements, provided those candidates have the potential to make competent coaches and the adjustments themselves do not affect the integrity of the award in any way.

## 2 Applying for reasonable adjustments to the awarding body

The Application for Reasonable Adjustments Form states how and when centres should apply on their candidates' behalf for those reasonable adjustments which must be approved and made by the awarding body itself.

This form can also be used to request reasonable adjustments for those candidates

who have special assessment requirements not listed in this guidance but who are nevertheless believed to have the potential to make competent coaches.

## **D Reasonable adjustments which give centres some discretion**

### **1 Summary of reasonable adjustments which give centres some discretion**

The adjustments which give centres some discretion are listed below. In summary, centres are given discretion over allowing candidates additional time to complete their coaching session and written work and over physical access to, and unrestricted movement within, the coaching facilities where assessment takes place.

For practical assessment of hearing impaired candidates:

- allowing candidates additional time to complete the coaching session

For written assessment of hearing impaired candidates

- no reasonable adjustments to be determined by centres are envisaged.

For practical assessment of visually impaired candidates:

- allowing candidates additional time to complete the coaching session
- having the coaching session conducted in a particularly well-lit area and, if the lighting is not adequate, having the session rescheduled at no extra cost
- having the area of the coaching session specially cleared of any objects which are not necessary for training but over which the candidates might inadvertently trip

For written assessment of visually impaired candidates:

- allowing candidates additional time for producing written work

For practical assessment of candidates with physical disabilities:

- using a coaching area sufficiently large and uncluttered to enable unrestricted movement, including that by wheelchairs (with wheelchair access to such areas being a statutory requirement throughout the country)
- allowing candidates additional time to complete the coaching session

For written assessment of candidates with physical disabilities:

- allowing candidates additional time for producing written work

For practical assessment of candidates with dyslexia:

- no reasonable adjustments to be determined by centres are envisaged.

For written assessment of candidates with dyslexia:

- allowing candidates additional time for producing written work

For other particular assessment requirements not listed above:

- no reasonable adjustments to be determined by centres are envisaged; all centres must apply to the BCU Awarding Body, as outlined above.

## 2 Requirements for decision-making and record-keeping by centres

It will be up to the person accountable for the centre's quality assurance and management of qualifications to decide whether a candidate can be allowed additional time to complete his or her coaching session and/or written work and whether additional arrangements in relation to the physical environment where assessment takes place should be made. If any further guidance is required, it can be obtained from the Quality Assurance & Control Coordinator or the Manager.

Centres should keep a record of all reasonable adjustments which they have themselves determined and put in place for their candidates. Such records should be retained for three years from the date on which assessment took place.