



During the booking process ABA request that students confirm any specialist assistance required covering all aspects of Equality and Diversity.

This will provide the initial indication of specialist assistance during the learning journey that may result in the need for “reasonable adjustments”.

We work with and support CIPS Reasonable Adjustments and Special Consideration Policy and Procedure, which as CIPS is the awarding body is regulated by Ofqual.

We will work with students and sponsoring managers to provide a full educational experience for all learners supported by ABA Procurement.

To support the reasonable adjustment process the ABA follows CIPS guidelines for:

Candidates registered at ABA Procurement

1. ABA is responsible for assisting with all requests from their learners for reasonable adjustments.
2. Candidates should complete a Candidate Reasonable Adjustment Request form and submit this to the ABA CIPS Course/ ABA Programme Leader, at the same time as enrolling for an examination or assessment.
3. All requests for reasonable adjustments must reach CIPS by the entry closing date of the examination assessment concerned. Candidates should therefore complete the request form in good time to allow the centre to carry out its part of the process. A latest date that ABA need reasonable adjustment requests will be notified at the commencement of each module.
4. ABA will review the request and complete a Centre Reasonable Adjustment Request form; this will be submitted to CIPS before the entry closure date of the assessment. Supporting evidence will be required from the student to attach to the form with a copy of the completed Candidate Reasonable Adjustment Request form.
5. ABA will retain copies of all documents for review and audit purposes.
6. On receipt of the Centre Reasonable Adjustment Request form from the study centre, the Awarding Body (CIPS) will consider the request and inform the centre in writing of its decision in relation to the proposed adjustment.
7. ABA will ensure that a copy of this decision letter, together with a copy of the Centre Reasonable Adjustment Request form, is attached to the examination activity report prior to despatch for marking.

Reasonable Adjustments

Adjustments to the assessment process will typically be made in the following circumstances:

1. Candidates with a physical, sensory or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Under equalities legislation, candidates are deemed to have such impairment if they can show that the condition:

- is more than minor or trivial
- has an effect that has lasted or is likely to last for at least twelve months
- affects everyday things like eating, washing, walking and going shopping.

Supporting evidence will be required in all cases. Evidence could include medical reports from doctors, psychiatrists, educational psychologists, specialist teachers, or funding agencies. Providing the adjustment required is the same for each assessment, candidates do not need to re-submit evidence with subsequent applications for reasonable adjustment; however they must complete a Reasonable Adjustment Request Form for each assessment series.

2. Candidates with temporary physical, sensory or mental impairment

Candidates are deemed to have a temporary physical, sensory or mental impairment if the condition is under one year's duration and is likely to improve. Examples of temporary disability could include broken limbs or injury to hands which could impair candidate's ability to write. Supporting evidence will be required in all cases.

If a candidate applies for an adjustment due to a temporary physical, sensory or mental disability, evidence must be re-submitted with a Reasonable Adjustment Request Form for each assessment series.

3. Types of Reasonable Adjustments available

- Extra time
- Supervised rest breaks
- Use of readers, scribes, transcribers, word processors, laptops or other micro processing devices
- Miscellaneous types of reasonable adjustments including brailing of non-secure assessment material, taped responses, modified question papers (e.g. enlarged, or printed on coloured paper).

Please note that the Awarding Body must grant approval for all reasonable adjustments and reserves the right to refuse requests. If an adjustment is made without written approval from CIPS, this could constitute malpractice. Once a reasonable adjustment has been agreed and implemented, no further adjustment will be made to the assessment or marking process.

Please note that due to the complexities of some learners needs in providing reasonable adjustment supported learning additional costs may be incurred to provide the full level of support. Any costs would be discussed and agreed with the sponsoring management before commencement of the module.



David Pratt,
Director,