



## CMI Reasonable Adjustments Procedure – Ref: AB/PRO/0006/Jul18v4

### Purpose

CMI is committed to ensuring that its qualifications are accessible to all Learners and that those who wish to achieve them are able to do so.

Reasonable Adjustments are adjustments that are made to the method of assessment for a qualification so as to enable, disabled or disadvantaged Learners to demonstrate his or her knowledge, skills and understanding to the level required by the specification for that qualification.

In accordance with Equalities Law, CMI also has a legal duty to apply Reasonable Adjustments and have in place clear arrangements for making them. <http://www.legislation.gov.uk/ukpga/2010/15/section/20>

This procedure aims to ensure that any reasonable adjustment made by CMI or its Centres are done so consistently.

### Introduction

This procedure provides clear arrangements for making reasonable adjustments in relation to CMI qualifications. This policy sets out:-

- How a Learner qualifies for a reasonable adjustment:
- What reasonable adjustment could be made.

### Definition of Reasonable Adjustment

The term Reasonable Adjustment refers to an adjustment of the delivery and/or assessment of a CMI qualification in order to alleviate or remove the effects of a substantial disadvantage for a Learner.

### Scope

This policy applies to all CMI Awarding Body staff, employers, and CMI Centres and may also apply to CMI Learners.

### How a Learner qualifies for a reasonable adjustment

Learners in the first instance must advise the CMI Centre of any reasonable adjustments that they may require, to the current delivery or assessment methods being used. The CMI Centre should deem what is reasonable depending on the individual circumstances of the case, including how important the adjustment is, how practical it is, and the financial implications and effects on other resources of the CMI Centre.

It is the financial resources of the CMI Centre as a whole and not the budget of an individual department or service area that counts.

Some examples of what is reasonable could be;

- difficulty in reading and understanding written material where this is in the person's native language, for example because of a mental impairment, a learning difficulty or a sensory or multi-sensory impairment;
- persistent distractibility or difficulty concentrating;
- difficulty understanding or following simple verbal instructions;

### **What reasonable adjustment could be made**

In practice this means that the CMI Centre should do things differently if the usual way would substantially disadvantage a Learner. Or it might mean providing additional services or equipment. Reasonable adjustments could include:-

- Changing standard procedures, such as delivery or assessment procedures;
- Adapting the programme, modifying teaching delivery or providing alternative forms of assessment;
- Adapting facilities, such as IT facilities;
- Providing additional services, such as a sign language interpreter or learning materials in alternative formats;
- Providing rest breaks or practical support;
- Training staff to understand their responsibilities;
- Altering the physical environment to make it more accessible.

However Centres must be mindful that any adjustment made must not:-

- Disadvantage other Learners, if the adjustment made results in an unfair advantage;
- Change the learning outcomes or assessment criteria within the qualification which would undermine the validity of that qualification;
- Affect the quality assurance processes and decisions of internal and external assessors;

The key to reasonable adjustment is that it must never affect the validity or reliability of assessment, influence the outcome of assessment or give the Learner(s) in question an unfair assessment advantage.

### **The reasonable adjustment is reported to CMI**

The reasonable adjustment should be reported to CMI using the form which can be found at the end of this procedure. Your Quality Manager/Auditor will review the Reasonable Adjustment Form and give you feedback on best practice.

In rare cases where the Quality Manager or Auditor suspects Malpractice or Maladministration and when the reasonable adjustment is reported; the procedure that will be followed is outlined in the CMI Malpractice and Maladministration Policy and Procedure.

### Centre Report of Reasonable Adjustment Form

This form must be completed by any CMI Centre when reporting any Reasonable Adjustment to CMI

Centre Name	
Centre Number	
Contact Name	
Contact address, phone number and email	

CMI Qualification Code	Qualification Title

CMI Unit Code	Unit Title

Learner Number	Learner Name

Please give nature of the reasonable adjustment including whom it was reported to and dates

Describe the actions by the Centre

CMI Reasonable Adjustment Procedure

If there are any other details you feel are relevant to this reasonable adjustment including any relevant medical records, please give further information below.