

CIPS REASONABLE ADJUSTMENT POLICY GUIDANCE TO CIPS SELF DIRECTED EXAMINATIONS CANDIDATES WHO REQUIRE ADDITIONAL SUPPORT DURING THE EXAMINATIONS

INTRODUCTION

These guidance notes are designed to assist candidates who are not registered a CIPS approved tuition centre (self directed learners) and who require additional support when sitting a CIPS examination.

Any candidate who requires additional support but who is registered with a CIPS approved tuition centre should contact their course leader who will assist with the provision of additional support.

CIPS RESPONSIBILITIES

CIPS has a responsibility to ensure that **all** its candidates have equal opportunities to reach their full potential. In some instances candidates may require adjustments to the assessment process to give them an equal opportunity.

In making such adjustments, CIPS has to satisfy itself that over-compensation does not occur which gives that candidate who have an adjusted assessment process does not have an unfair advantage over other candidates.

CANDIDATES RESPONSIBILITY

Candidates have a responsibility to inform CIPS of their additional needs in sufficient time to enable CIPS to make adequate arrangements with the assessment centre. Sufficient time is at least 8 weeks prior to the examination and no later than the examination closure date.

DEFINITION OF CONDITIONS

CIPS provides additional support within three categories:

Permanent Physical, sensory or mental impairments:

Candidates are deemed to have a permanent physical, sensory or mental impairment if they can prove that they have had the particular condition for a period of at least a year. Examples of the proof required include medical reports from doctors, psychiatrists, educational psychologists, specialist teachers, funding agencies etc.

Temporary disability:

Candidates who have a physical, sensory or mental impairment that is under one year's duration. Examples of temporary disability would include broken limbs, long-term sickness or hospitalisation where it might be necessary for candidates to sit examinations or assessments in hospital or their own homes

Special Consideration:

Special consideration may be given to candidates in instances that could not possibly be predicted. This ensures that candidates who have a temporary illness, injury or indisposition at the time of the examination are treated fairly. Examples are given below but the list is not exhaustive.

- Heavy cold
- Bereavement in the close family
- Evacuation of building because of fire
- Serious building noise or other disturbance.

TYPES OF REASONABLE ADJUSTMENTS

Extra time. It is sometimes necessary to allow extra time for a candidate, eg candidates with dyslexia or a broken arm.

Supervised rest breaks. Alongside extra time, it may sometimes be necessary to give supervised rest breaks.

Use of readers or scribes. The use of readers or scribes is permitted provided that it does not compromise the nature and content of the examination

Use of word processing or keyboards. The term word processing should be taken to include word processors, personal computers and other microprocessor controlled devices. The most appropriate method of answering should be the one that will enable the candidate to demonstrate his or her attainment as quickly and fluently as possible. It is anticipated that candidates who are able to produce work for assessment by handwriting or drawing will do so.

Miscellaneous types of reasonable adjustments. The following are a few examples of other types of reasonable adjustments that may be made with approval from CIPS.

- Low vision aids, overlays etc
- Brailing of non-secure assessment material
- Amplification, taped questions and responses
- Modified question and answer papers (copied onto coloured paper).

* These are examples and the list is not exhaustive.

APPLICATION FOR ADJUSTMENTS TO THE ASSESSMENT PROCESS

Candidates who are not registered a CIPS approved tuition centre (self directed learners) and who require additional support when sitting a CIPS examination for **permanent** and **temporary conditions** should apply for additional support by completing and returning the for CANPAR1. The candidate should aim to attach CANPAR1 form to their examination enrolment form and submit at the time of entering for the examination.

Applications under **special consideration** where no change to the assessment process is required should advise CIPS in writing.

TIMESCALES

Applications for reasonable adjustment for **permanent** and **temporary conditions** should reach CIPS no later than the examination enrolment closure time to ensure that CIPS has sufficient time to make arrangements.

Applications under **special consideration** where no change to the assessment process has been required should advise CIPS in writing within 14 days of the examination. Applications received after this date will not be taken into consideration.

CONDITIONS OF REASONABLE ADJUSTMENT

Applying for Extra Time

Candidates who require extra time during the examination are required to provide CIPS with the statement of needs from a recognised educational psychologist or medical doctor. This statement of needs should provide a definition of the condition (eg. Dyslexia, broken arm etc) and state exactly how much extra time is needed. In most cases it is expected that this would not exceed 25% additional time.

Applying for Supervised Rest Breaks

Approval needs to be sought for this, and candidates are required to provide CIPS with the statement of needs from a recognised educational psychologist or medical doctor. This statement of needs should state exactly how much time should be allocated to supervised rest breaks.

Applying for Use of Readers or Scribes

A scribe is required to write out answers dictated by the candidate. The scribe must be able to write legibly, at a reasonable speed and should have a working knowledge of the subject

A reader is required to read, on request, all or part of the examination, or any part of a candidate's response

The candidate must agree to the following requirements:

- The scribe is allocated by CIPS.
- Scribe and candidate should be in a separate room so that other candidates are not disturbed.
- Reader and candidate should be in a separate room so that other candidates are not disturbed.

Candidates must provide CIPS with a statement of needs from a recognised specialist. This statement of needs should state exactly what type of support is required.

Applying for Use of word processing or keyboards

Candidates with disabilities may be permitted to produce their answers via a word processor in cases where their disability means they cannot present answers in the usual way. Candidates must provide CIPS with a statement of needs from a recognised specialist. This statement of needs should state exactly what type of support is required.

The candidate must agree to the following conditions:

- Computers must be owned by the centre / CIPS
- The candidate will not have access to any application that may give them an unfair advantage
- Invigilator will print of candidate answer
- Candidate to sign each page of answers and pass to the invigilator
- CIPS will mark the printed pages and will not require access to the disk.

LOCATION OF EXAMINATION

Dependent on the type of additional assessment needs CIPS may be required to allocate a centre equipped to meet the needs of the candidate and this may not necessarily be the centre most local to the candidate. Whilst every effort will be made to enter candidates at local centres, CIPS reserves the right to locate the examination at another centre. Any costs associated with the travelling to the examination must be borne by the candidate.

FURTHER ADVICE

For further guidance on CIPS Reasonable adjustment policy contact Education Quality Manager at CIPS.

FORM CANPAR1

**CIPS MONITORING OF REASONABLE ADJUSTMENTS REQUIRING
PRIOR APPROVAL – SELF DIRECTED LEARNERS**

Centre name: Candidate Name:

CIPS registration number

I wish to apply for reasonable adjustment support.

Brief explanation of condition

Brief explanation of the additional support requested.

I have provided copies of supporting proof of disability and statement of needs from a recognised, qualified specialist.

Brief explanation of the supporting evidence provided.

DECLARATION

If you give false information or do not tell us about any changes to your condition you may be liable to disciplinary action under the CIPS Ethical Code and Conditions of Examination Entry.

I declare that the information given on the form is correct and complete to the best of my knowledge and belief.

I understand that if I am claiming for reasonable adjustments and my condition changes I am required to inform CIPS before the examination.

I understand that provision of false information or failure to inform CIPS of changes to my condition could result in disciplinary action being taken against me and could result in my examination results being declared void and/ or my membership being suspended.

Signature of candidate

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NB If this form is signed by a third person on behalf of the person please provide the following details of the person signing the form: Name, Contact address, clarification of relationship with candidate (eg colleague, course tutor, parent etc.)

Date

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Form to be completed and returned to:

Education Quality Manager,
CIPS
Easton House
Easton on the Hill
Stamford
Lincolnshire
PE9 3NZ
01780 756777
Fax 01780 751610

Office only box for CIPS use	
Examination entry for received	
Definition of statement of need	
Approved/ not approved	
Candidate informed	
Centre allocated:	
Centre informed	