

Reasonable Adjustments Policy

Policy Name	Reasonable Adjustments Policy
Approved By	Adam Collet
Contact Email	info@schoolofwine.com.au
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1. Purpose and Scope

- a. The purpose of this policy is to identify and enable action to help reduce the effect of disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation. Reasonable adjustments are approved by WSET and put in place before the assessment activity takes place; they constitute an arrangement to give the candidate access to the qualification.
- b. The use of a reasonable adjustment is not taken into consideration during the assessment of a candidate's work. Reasonable adjustments must not give unfair advantage over candidates for whom reasonable adjustments are not being made or affect the reliability and validity of the assessment outcomes as detailed in the applicable Specification.
- c. Reasonable Adjustments will apply to candidates if
 - i. They do not give unfair advantage over candidates for whom reasonable adjustments are not being made or affect the reliability and validity of the assessment outcomes as detailed in the applicable Specification.

2. Procedure

- a. After assessing candidates for Reasonable Adjustments School of Wine will submit a "Reasonable Adjustments Application Form" to the Exams Manager at least 4 weeks before the exam date, or 8 weeks in the case of level 3. Independent documentation will also be provided such as
 - i. Medical letters, doctor's statements, or other healthcare document to prove such disabilities.
- b. All documentation related to application for Reasonable Adjustments will be stored and maintained at the School of Wine office.

3. Outcomes

- a. The specific arrangements for the exam process itself, or for marking, will be agreed in each case between the APP's Exams Officer and the WSET Exams Manager and will vary according to individual circumstances
- b. Where Reasonable Adjustments are granted, the candidate will not be excused from meeting a requirement, a standard for performance or qualification which have been objectively set by WSET. Marks will not be adjusted. Exam results are not appealable.