

Reasonable Adjustments and Special Consideration Policy

The IAPBE has adopted good practice guide ‘The application of reasonable adjustments and special consideration in vocational qualifications’. A copy of this document can be found on the IAPBE website <https://iapbe-global.com/> (within documents) or by contacting the Education Department at the IAPBE. The guidance provides an indication of good practice to assist vocational awarding bodies in the consistent application of reasonable adjustment to enable equal access to qualifications and educational programs.

Reasonable adjustment.

Centres should apply in writing to the IAPBE for permission to make reasonable adjustments for all assessment methods for candidates whose disability requires this. This should be undertaken at least 6 weeks prior to the sitting of the examination. Centres are required to submit the appropriate Form 1 ‘To apply for Reasonable Adjustment’, which is attached but also available on the IAPBE website <https://iapbe-global.com/>. Supporting evidence should be included and examples of this can be found within the form. If Centres require further guidance regarding any aspect of reasonable adjustment, then they should contact the IAPBE Education Department. A decision on the granting of any reasonable adjustment will be made with 2 weeks of the receipt of the request.

Special Consideration.

Any candidate who feels that their performance in an examination or assignment was adversely affected by illness or other mitigating circumstances may make representations to this effect. The individual should complete the appropriate Form 2 ‘To apply for Special Consideration’ within 14 days of the completion of the examination. This form is attached but can also be found within the IAPBE website <https://iapbe-global.com/>.

All requests for special consideration will be acknowledged in written form and the evidence put before the IAPBE Assessment Review Board (ARB) at its next meeting. The date of this meeting will be communicated to the individual. The ARB will review the situation and will communicate its decision within 14 days of the meeting. In exceptional circumstances when candidate is unable to complete all of the usual assessment requirements through temporary illness, injury or indisposition the ARB has the power to give second chance of examination to the candidate. For the ARB to consider such a request the centre must confirm full attendance of the candidate up to the time of the examination sitting and provide appropriate evidence of the candidate’s work clearly indicating they would have passed the examination. There must also be medical or other evidence to justify the illness or indisposition.