



Who can apply for Reasonable Adjustments and what are they?

The Society is committed to the provision of equal access to assessments for all candidates, in line with the UK Equality Act 2010 and any successor legislation. The Equality Act 2010 requires all awarding organisations to make **Reasonable Adjustments** where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a disadvantage in comparison to someone who is not disabled.

Reasonable Adjustments can be made for candidates taking examinations or assessments to alleviate or remove the effect of an impairment, medical condition or learning need which places the candidate at a disadvantage.

What should you consider when requesting adjustments?

The Society has a responsibility to ensure that the process of assessment is robust, fair and allows the candidate to show what they know and can do without compromising the assessment process. Reasonable Adjustments can only be approved if they do not jeopardise the integrity of the award and/or give an unfair advantage.

The responsibility of an awarding body is principally one of making Reasonable Adjustments for a candidate defined as disabled within the meaning of the Equality Act 2010. The Society reserves the right to refuse entry to an exam if we believe that the candidate's wellbeing and safety may be at risk by taking the examination. If this is the case, we may ask candidates to provide supporting evidence from a relevant medical practitioner/expert to assure us that they are fit to take the examination. There is no duty on the Society to make adjustments which the qualifications regulators have specified should not be made, and there is no duty to make adjustments to competence standards within vocational qualifications. In most cases it will not be possible for Reasonable Adjustments to be made to **assessment objectives, assessment standards** or **requirements** within a qualification because to do so would likely undermine the effectiveness of the qualification in providing a reliable indication of the knowledge, skills and understanding of the candidate. Whilst we cannot change the standard to allow a disabled candidate to achieve a qualification, we can approve adaptations to the content to make the work accessible. These are **Reasonable Adjustments**. What the candidate presents for assessment is then marked at the same standard as any other candidate.

Assessment Objectives refer to the skills required to demonstrate mastery of the content, **Assessment Standards** refer to the level of achievement and **Requirements** are what make up the elements of the examination eg. 16 barre exercises and 14 centre exercises.

Eligibility

Candidates will only be eligible for Reasonable Adjustments if their disability or difficulty places them at a disadvantage in the assessment situation, in comparison to a person who is not disabled or affected. It is the responsibility of the dance centre, school or teacher to ensure that all applications for Reasonable Adjustments are based on the individual needs of the candidate and that the evidence in support of the application is sufficient, reliable, and valid. Failure to comply with the regulations contained in the Access Arrangements and Reasonable Adjustments Policy have the potential to constitute malpractice which may impact on the candidate's result(s).



How do I apply for Reasonable Adjustments for ISTD examinations?

Teachers, on behalf of a candidate seeking Reasonable Adjustments, must make an application to the Society early in the candidate’s journey to ensure the agreed adjustments are embedded in the learning process.

To make an Application for Reasonable Adjustments, the teacher making the application on behalf of the candidate should complete Section A of this form, providing a clear description of every adjustment to the syllabus content being requested. It will be necessary to indicate whether the requested adjustments are minor, moderate or substantial. Further guidance for Reasonable Adjustments can be found in the ISTD Access Arrangements and Reasonable Adjustments Policy which is available on the ISTD website.

Before making an application for Reasonable Adjustments, you must seek written consent from the candidate’s or parent/guardian. This is a legal requirement as per GDPR regulations. The application form must be completed and submitted to ISTD in its original format (editable PDF form). Scanned or copied versions will not be accepted.

To submit an application, send the following documents by email to ara@istd.org:

- Application for Reasonable Adjustments form
 - Section A completed and signed by the Teacher
- Supporting documentation (official report or confirmation from a medical professional, a fully qualified chartered educational psychologist or other appropriately qualified expert) will be required to support the application (where applicable).

All documents listed above must be submitted at the same time. Incomplete applications may cause delays. Applications must be sent to the ISTD ARA Administrator within the specified time frames (see below).

Under no circumstances should an Application for Reasonable Adjustments be provided directly to an Examiner.

Any request for Reasonable Adjustments must have been approved before a candidate can be assessed.

Application time frames:

It is essential that you submit your application as early as possible, and before booking the exam session. We will not accept applications received outside the published time frames. If you added your candidate’s name in the exam timetable before the outcome of the application is notified, you may need to reschedule the examination.

Please submit your application for Reasonable Adjustments within the following time frames to allow for arrangements to be put in place:

Type of examination	Application time frame for ‘Minor’ adjustments	Application time frame for ‘Moderate’ adjustments	Application time frame for ‘Substantial’ adjustments
Examinations	Minimum 28 days before the intended date of examination*	At least 12 weeks before the intended date of examination*	At least six months before the intended date of examination*

*Late or incomplete applications will not be accepted



What will happen after making an application?

We will review your application and consider the following factors:

- the individual needs of the candidate
- the effectiveness of the adjustments
- the cost of the adjustments
- the likely impact of the adjustments upon the candidate and other candidates.

Your application may be declined if the adjustments:

- involve unreasonable costs
- involve unreasonable timeframes, or
- affect the security and/or integrity of the qualification.

The decision made may vary according to the exact nature of the candidate's needs and extent of adjustments required. You will normally be informed of the outcome of the decision by email within 21 days for 'minor' adjustments. For applications requesting moderate adjustments, a decision will be provided within eight weeks of the date of the application. For substantial applications, a final decision will be provided within five months of the date of the application. For this reason, we encourage teachers to make their application as early as possible, and before booking the exam session.

Please note that if a teacher wishes to make changes to approved Reasonable Adjustments arrangements, further approval and additional supporting evidence may be required and may involve longer time frames.

The examination cannot take place until the approval process has been completed.

Certificate of participation

Where it has not been possible for us to approve adaptations to the content of the examination without undermining assessment standards or requirements, we are usually able to offer (and may recommend) the opportunity of enjoying the positive experience of taking part in an examination event through the award of a Certificate of Participation.

Certificate of Participation allows the candidate to participate in the examination process to the best of their ability and often in the same examination session as their peers, but the work demonstrated is not assessed by the Examiner or graded by the ISTD. The outcome for the candidate will be an award of a Certificate of Participation which positively confirms that the candidate participated in the examination. However, it should be noted and made clear to the candidate and parents or guardians that Certificate of Participation is not the award of a qualification. The teacher cannot directly request a Certificate of Participation - this is only available as a possible outcome of the ARA process, however if the teacher ticked 'substantial' in Section 1, item 1, they can recommend Certificate of Participation in item 2 of the application form.

Additional information

What happens if the candidate sustains or develops a temporary injury/illness/medical condition soon after booking the exam session?

The teacher should notify the Quality Assurance department as soon as possible. In the case of a temporary injury and illness, we may advise that the candidate's examination session should be rescheduled.

If the candidate suffered an injury or temporary illness immediately before the examination or experienced adverse circumstances at the time of the examination, the teacher may apply for **Special Consideration** after the examination has taken place. For further details please refer to the ISTD Access Arrangements and Reasonable Adjustments Policy.



General data protection regulations

To apply to ISTD to request Reasonable Adjustments, you (Centre/school) will need to share your candidate's information, which is regarded as sensitive data under current GDPR Regulations. This means that you will need the candidate's signed consent (if they are over 16) to share their confidential data with the ISTD for purpose of processing the candidate's application for Reasonable Adjustments. The written consent must make it clear that ISTD may hold the data for as long as necessary including time for any potential appeal, and to convey it securely to the examiner. If the candidate is under 16 years old, you will need the parent's/guardian's signed consent. ISTD will not accept applications for Reasonable Adjustments unless the teacher/school has the declaration that they have the appropriate consent.

The ISTD will securely destroy the information when it is no longer required but may hold anonymised data to be aggregated for reports and analysis. ISTD operates its Access Arrangements and Reasonable Adjustments Policy in line with current regulations.

Section A

Dance teacher information

Full name of teacher:
Teacher's ISTD membership number:
Dance school/Academy name:
Dance school/Academy email address:
Date of application:

Candidate information

Full name of candidate:
ISTD pin number of candidate:
Age and date of birth of candidate:

Examination information

Dance genre:
Level/Unit:
Age category division (if applicable):
Intended date of examination:
Please add: Examination session reference (if known):

1 Would you describe the adjustments you are requesting as mostly: (Please tick only one)

Minor [] Moderate [] Substantial []

2 'If you have ticked substantial above, are you recommending a Certificate of Participaton? (Please note that if we agree to issue a Certificate of Participation, the candidate will participate in the examination but will not be assessed and/or graded).

Yes [] No []



3 Please describe the reason(s) for this application and provide information about your candidate's specific disability/impairment/medical condition/needs. Please attach doctor's/specialist's note/report/statement to support your application.

4 How will the candidate's movement/experience in the examination/assessment affected?



5 Please describe in detail any adjustment(s) you are requesting to be made:

a) Please describe in detail any adaptations you are requesting for the **Barre/Floor work** content of the examination

b) Please describe in detail any adaptations you are requesting for the **Centre work** content of the examination



c) Please describe in detail any adaptations you are requesting for the **Elevation/Jumping** content of the examination:

d) Please describe in detail any adaptations you are requesting for the **Travelling** content of the examination:



e) Please describe in detail any adaptations you are requesting for the **Amalgamations/Dance/Solo/Variations/Unset/Choreographic work** of the examination:

f) For dance teaching examinations only: Please describe in detail any adaptations you are requesting for response to questions and unseen tasks:



Teacher's declaration

I confirm I am not requesting any adjustments to be made to:

- the **assessment criteria** of the qualification
- the **assessment standards**
- the **requirements of the examination.**

I confirm that I have detailed all adjustments requested and understand that any further adjustments will not be accepted without additional approval. I understand that the examination cannot go ahead until I have received approval for these adjustments from the Society.

I declare that this information is correct to the best of my knowledge.

I declare that the candidate or the candidate's parent/guardian has provided their signed consent to share the candidate's information with ISTD for purpose of processing the application for Reasonable Adjustments.

Teacher's signature (Please e-sign or type your signature into this box to signify that you consent.)

ISTD will process your personal information in accordance with our privacy policy. For further knowledge please click the link below to refer to our Privacy Policy on the ISTD website. www.istd.org/privacy-policy/



Section B

HoFD/Lead Examiner's Response form

All applications for Reasonable Adjustments categorised as moderate or substantial must be reviewed by the relevant Head of Faculty Development (HoFD). The purpose of the HoFD/Lead Examiner's review is to assure the Society that the adjustments requested is reasonable in accordance with the ISTD Access Arrangements and Reasonable Adjustments Policy.

The HoFD or Lead Examiner will only review applications sent directly by the ISTD ARA Administrator.

Please note that the application cannot be approved if the adjustments:

- involves unreasonable costs
• involves unreasonable timeframes, or
• affects the security and/or integrity of the qualification.

This section should be completed by the HoFD or the Lead/Deputy Lead Examiner. The completed form should be returned to ara@istd.org as soon as possible, but within 21 from the date received.

Full name:

ARA reference number:

Exam session reference:

Date of review received:

1 Please review the adjustments/adaptations requested by the teacher/candidate and confirm the following:

Does it involve unreasonable costs? Yes [] No []

Does it involve unreasonable timeframes? Yes [] No []

Does the adjustment(s) affect the security and/or integrity of the qualification? Yes [] No []

Do the adjustment(s) have any adverse impact on other candidate(s)? Yes [] No []

2 Please tick the appropriate box:

I recommend the following outcome:

Application approved [] Application rejected [] Further action required (specify in below box) []

Large empty rectangular box for specifying further action required.



3 If the requested adjustments/adaptations are deemed to be unreasonable, please provide your feedback:

[Large empty box for feedback]

4 I confirm that after the date of the examination, I will safely destroy/delete the application in accordance with the GDPR requirements:

[Signature box]

Signature (Please e-sign or type your signature into this box to signify that you consent.)

For office use only – Quality Assurance department/ARA administrator

ARA reference no:

Examination session reference no:

Date of review completed:

Outcome:

Date of examination:

Date of teacher notified:

Examiner's name:

Examiner sent copy of the application: Yes No

Date of examiner notified:

Exams department notified: Yes No Date:

HoFD or Lead Examiner and Examiner securely returned or destroyed the application form after the exam: Yes No



**Imperial Society of
Teachers of Dancing**

**Application for Reasonable
Adjustments (ARA)
form for examinations**