



Please use this form when requesting reasonable adjustments for 'DDE assessments' only. If you are requesting reasonable adjustments for DDE Unit 4, you should use the ARA Form for Examinations instead.

## 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 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 unfair advantage.

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 **learning objectives, assessment criteria** or **assessment 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. We can approve adaptations to the way the assessment is conducted 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 candidates.

## 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 ADC and the Tutor 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 adjustment for ISTD assessments?**

To make an application for Reasonable Adjustments, the Tutor making the application on behalf of the candidate should complete Section A of this form providing a clear description of every adjustment being requested to the assessment. It will be necessary to state whether the requested adjustments are minor, moderate, or substantial. A minor adjustment would be making the Assessor aware of a candidate's learning difficulties in written assignments. Further guidance for reasonable adjustments can be found in the ISTD Access Arrangements and Reasonable Adjustment Policy which is available on the ISTD website. The Candidate will need to complete and sign the Consent Form in Section B.

**To submit application, send the following documents by email to [ara@istd.org](mailto:ara@istd.org):**

- Reasonable Adjustment Application Form
  - Section A completed and signed by the Tutor
  - Section B completed and signed by the Candidate
- 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.

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 Assessor.

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 submitting Intent to Enter. We will not accept applications received outside the published time frames.

**Please submit your application for reasonable adjustments within the following time frames to allow for arrangements to be put in place:**

<b>Assessment</b>	<b>Application must be received</b>
DDE Unit 1 and 5	Minimum 28 days before the Intent to Enter deadline
DDE Unit 2	Minimum 28 days before the intended date to film the FTA Class



## **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 adjustment
- the cost of the adjustment
- the likely impact of the adjustment upon the candidate.

**Your application may be declined if the adjustment:**

- involves unreasonable costs, or
- involves unreasonable timeframes, or
- affects 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 by email within 21 working days for 'minor' adjustments. For applications requesting moderate or substantial adjustments or if additional information or evidence is required to make the decision, the process may take considerably longer. For this reason, we encourage teachers to make their application as early as possible.

Please note that if a teacher wishes to make changes to an agreed reasonable adjustment arrangements, further approval and additional supporting evidence may be required.

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

## **General data protection regulations**

To approve any Reasonable Adjustments, we will need to collect some information which is regarded as sensitive data under current GDPR Regulations. This means that we will need the candidate's signed consent (if they are over 16) to hold the data for as long as necessary including time for any potential appeal, and to convey it securely to the assessor. If the candidate is under 16 years old, the parent's/ guardian's signed consent will be necessary. We are not able to accept the consent from the tutor. We 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 the current regulations.



**Section A**

**Tutor information**

Tutor's Full Name: .....

Tutor's ISTD membership number: .....

ADC name: .....

ADC number: .....

Tutor's email address: .....

Date of application: .....

**Candidate information**

Candidate's full name: .....

Candidate's ISTD Learner pin number: .....

Candidate's date of birth: .....

**Assessment information**

Unit: .....

Intended Assessment date: .....

Does it involve unreasonable costs?    Yes     No

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

Minor     Moderate     Substantial



**2** 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.

**3** How is the candidate's experience/ability to show what they know in the assessment affected?



**4** Please complete the section(s) where applicable only, and describe in detail any adjustment(s) you are requesting to be made:

**a)** Please describe in detail any adaptations you are requesting for the written aspect of the assessment. For example, what adaptation is required to remove a barrier presented by dyslexia which can affect learning and the acquisition of literacy and organisational skills:

**b)** Please describe in detail any adaptations you are requesting for the FTA filmed class. For example, explain what adaptation is required for the demonstration, communication, problem solving and verbal processing aspects of the assessment:



**c)** Please describe in detail any adaptations you are requesting for the Viva Voce assessment of Unit 2 Final Teaching Assessment (FTA). For example, explain what adaptation is required to remove a barrier for communication, problem solving, verbal processing, responding to questions etc:

**d)** Please describe in detail any adaptations you are requesting for the Recorded Presentation Video assignment for Unit 5: Child Development:



### **Tutor'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 assessment**.

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 assessment 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.

Tutor's signature (Please do not type name)





**Section B**

**Consent form**

This section should be completed and signed by the candidate/parent or guardian.

Under the General Data Protection Regulations 2018, the information given is sensitive, personal data. It is provided to the Society solely for the entry of the candidate for the assessment specified above, in order for any reasonable adjustment to be made to the assessment conditions and for the assessor to be aware of any needs during the course of the assessment. The data will be retained until the full assessment process, including any time for appeals, is complete, and then securely destroyed.

**Please tick one of the following, as appropriate:**

I am over 16 and the candidate

I consent to the Society receiving and processing this data for the purposes of applying for reasonable adjustments for the assessment, including communicating this information to the Lead Examiner/ Examiner.

Candidate's signature (Please do not type name)

Candidate's name: .....

Date: .....



**Section C**

**Lead assessor’s response form**

All applications for reasonable adjustments categorised as moderate or substantial must be reviewed by the relevant Lead Assessor. The purpose of the Lead Assessor’s review is to assure the Society that the adjustment requested is reasonable in accordance with the ISTD Access Arrangements and Reasonable Adjustments Policy.

The Lead Assessor will only review applications sent directly by the ISTD ARA Administrator.

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

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

This section should be completed by the Lead Assessor. The completed form should be returned to [ara@istd.org](mailto:ara@istd.org) no later than 7 days from the date received.

Lead Assessor’s name: .....

ARA reference number: .....

Assessment window: .....

Date of review received: .....

Allocated Assessor: .....

**1 Please review the adjustment/adaptation requested by the tutor/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



**2** Please tick the appropriate box:

I recommend the following outcome:

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

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

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

Lead Assessor's signature (Please do not type name)



**Section D**

**For office use only – Quality Assurance department/ARA administrator**

ARA reference no: .....

Date of review completed: .....

Outcome: .....

Date of assessment: .....

Date of tutor notified: .....

Assessor's name: .....

Assessor sent copy of the application: Yes  No

Date of assessor notified: .....

Lead assessor/assessor securely returned  
or destroyed the application form after the assessment: Yes  No