



**WSET**  
APPROVED  
PROGRAMME PROVIDER

## **REASONABLE ADJUSTMENT POLICY**

*A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.*

**Barrels & Beyond** seeks to conduct the course and assessment of all candidates in a way that puts them at no disadvantage, or advantage, over other candidates. The use of a reasonable adjustment is not taken into consideration during the assessment of a candidate's work.

Reasonable adjustments may involve:

- Changing standard assessment arrangements, for example allowing candidates extra time to complete the assessment activity
- Adapting assessment materials, such as providing materials in large text format
- Providing access facilitators during assessment, such as a sign language interpreter or reader
- Re-organising the assessment room, such as removal of visual stimuli for an autistic candidate.

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the candidate access to the qualification. The use of reasonable adjustment will not be taken into consideration during the assessment of a candidate's work.

Due notice required in order for appropriate arrangements to be agreed upon and put in place is at least 6 weeks before the examination date. Candidate must complete a Reasonable Adjustment Application Form for submission to **Barrels & Beyond** within this stipulated time frame. All candidates seeking assistance in learning due to special needs or disabilities will be accommodated to the best of our abilities.

We strongly recommend candidates' signing up for the courses to inform us as soon as possible if they sit for any course after this time frame so such adjustments, *if required*, can be identified and communicated to WSET and prior arrangements can be done.

Candidates and their advisors should also be aware:

- that it is not appropriate to make requests for special arrangements where the candidate's particular difficulty directly affects performance in the actual attributes that are the focus of the assessment.
- reasonable adjustments will not give unfair advantage over candidates for whom reasonable adjustments are not being made, or alter the assessment demands of the qualification as detailed in the qualification specification.

As an Approved Program Provider to deliver WSET qualification we keep records of all reasonable adjustment applications. Out of fairness to all candidates, any request raised should be submitted along with the supporting evidence for eg: medical certificate from the authorized clinic.