





## Table of Contents

Introduction .....	3
Scope.....	3
Definition of Reasonable Adjustments .....	3







Follow CIOL Qualifications procedures for requesting adjustments to assessment  
Follow CIOL Qualifications guidance for implementing adjustments to assessment  
Maintain records for Reasonable Adjustments for CIOL Qualifications centre quality audit purposes.

*Note: Independent candidates may apply directly to CIOL Qualifications for Reasonable Adjustments in line with published dates for applications.*

## CIOL Qualifications responsibilities

We will:

- Develop assessment and associated materials with due regard to inclusivity in a way so that they are accessible to candidates with disabilities
- Ensure that the language of the assessment is clear, unambiguous and free from jargon
- Ensure that Exam Venues used are accessible to all candidates, as far as is practicable
- Monitor the Exam Venue to ensure that they are following 48.2 adgedaeln s.



The following are examples of unacceptable forms of supporting evidence - NHS appointment letter, original prescription, list of medication being taken, hospital/clinic discharge summary, GP patient record printout or photographic evidence e.g., photo of injury or photo of medication.

It takes time to set up special arrangements at Exam Venues, and we will ensure that any Reasonable Adjustments approved do not over-compensate for a condition that would give a candidate an unfair advantage over other candidates.

## Reasonable Adjustments application form and key date information

When registering for the exam using the online shop (web form), you will also be able to download the Reasonable Adjustments Application Form and upload medical evidence. Alternatively please email your application and evidence to [qualifications@ciol.org.uk](mailto:qualifications@ciol.org.uk).

Reasonable Adjustments will need to be applied for each time and will not be carried over from one assessment session to another.

Please refer to our Key Date Documents for the deadline by which the application and evidence should be returned to ensure that the request is processed on time.

## Monitoring and evaluation

Data will be collected at the time of declaration by those candidates disclosing the need for Reasonable Adjustments. Confidentiality will be maintained in accordance with the General Data Protection Regulation (GDPR).

## Policy updating and reviewing

All policies relating to CIOLQ will be updated on an 18-month cycle or sooner as required.

## Policy version and owner

Policy review date	December 2024
Policy owner	Responsible Officer

## Regulatory references