

## Reasonable Adjustments for Regulated Activity

Our courses are regulated by our Awarding Body and The Office of Qualifications and Examinations Regulation (Ofqual) who regulates qualifications, examinations and assessments in England.

To be fully compliant, our Awarding Body (FutureQuals) endeavours to ensure that the assessment requirements and methods used within its qualifications are sufficiently flexible to enable the widest range of learners to fairly and reliably demonstrate competence and meet the learning outcomes and assessment criteria of the qualification.

However, they must also ensure that the arrangements they allow will be valid and reliable, designed to accurately reflect the learner's competence to meet the learning outcomes and assessment criteria of the qualification. They must also ensure that learners are not given either a real or a perceived unfair advantage.

A reasonable adjustment may be needed to provide access to assessment where a learner has a permanent or temporary disability or difficulty and is **approved and/or agreed before the course takes place**.

A reasonable adjustment helps to reduce the effect of a disability or difficulty that puts learners at a disadvantage in terms of assessment. However, reasonable adjustments must not affect or compromise the integrity of what is being assessed.

**Reasonable adjustments are approved by Future Quals and our Exam Centre before the course takes place;** they constitute an arrangement to give the learner access to the assessment.

Approval of reasonable adjustments requires **evidence** in support of the application: This may include:-

- Medical certificate
- Psychological or other professional assessment report
- Dyslexia screening certificate
- Letter (on headed paper) from employers stating that adjustments are a necessary part of normal ways of working

If your employer supports you in your role regarding any learning needs you have, we can accept a written statement from them to apply for exam concessions for your assessments.

If your employer has booked your place on the course, they will have received information on what documentation is required for delegates to provide in order to request any exam concessions.

If you have any questions or concerns about reasonable adjustments, please contact the SJA Exam Centre who are happy to support you: [examinations@sja.org.uk](mailto:examinations@sja.org.uk)