

**IPMA-SA Certification Body**

**REASONABLE ADJUSTMENTS POLICY**

***December 2022***

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## Revision History

This document has been revised as follows:

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## Signoff

Date	Name	Designation	Signature
30/12/2022	M Cawood	Head CB	

## 1 Reasonable Adjustments Policy

### 1.1 Aims and Objectives of the Policy

IPMA-SA CB has a duty under the Equality Act 2010 to make any reasonable adjustments that can be made for our candidates to ensure they are not discriminated against. We aim to facilitate open and fair access to our certifications for candidates who are eligible for reasonable adjustments and / or special considerations without compromising the assessment of skills, knowledge, understanding or competence being measured.

### 1.2 Reasonable Adjustments

IPMA-SA CB will consider requests for Reasonable Adjustments. This is agreed at point of registration. The candidate must request in the Application Form any adjustments that may be needed to reduce the effect of a disability or difficulty, which places the applicant at a substantial disadvantage. Any requests for reasonable adjustments must not affect the quality and reliability of the certification process nor must they give the candidate an advantage over other candidate undertaking the same certification.

A reasonable adjustment helps to reduce the effect of a disability or a difficulty that places the candidate at a substantial disadvantage. Reasonable adjustments must not affect the quality and reliability of the certification process, but may include:

- Allowing assistance during an exam – such as a reader or extra time.
- Re-organising the physical exam environment.

Reasonable adjustments must be approved and set in place prior to any exam being carried out.

It is important to note that not all requests for reasonable adjustments may be granted if they are not deemed reasonable, permissible or practical in certain situations.

Requests for reasonable adjustments are approved by the Head CB prior to any candidate being accepted into the certification process.