



Reasonable Adjustments Policy

1. Introduction

The Certified Institute for Further Accreditation (CIFA) is dedicated to ensuring that all candidates have equal access to examinations, in compliance with the UK Equality Act 2010. This includes making reasonable adjustments to mitigate any disadvantages that candidates with disabilities might face. Adjustments provided by CIFA:

- A. will accommodate the current needs of each individual candidate as effectively as possible within the confines of the exam design.
- B. will uphold the integrity of the assessment requirements specified for the qualification.
- C. will ensure that no candidate receives an unfair advantage over others for whom adjustments are not made

2. Application Process

Students who require a reasonable adjustment must apply for and receive approval for such adjustments prior to their exams. Applications should be submitted by sending the necessary documents to info@cifa.ac.

- supporting documentation

Supporting evidence is required for the initial application for a reasonable adjustment, as well as for any subsequent requests to modify existing adjustment arrangements.

Applications for reasonable adjustments must include original, official documentation from a medical professional, educational psychologist, or other qualified expert. All supporting documents must be provided on official letterhead, be dated, and include the following details:

- The candidate's full name.
- A description of the nature and severity of the candidate's disability, and its likely impact on their examination performance.
- Recommended adjustments specified by the candidate for their examination.



All disclosed information from candidates will be kept confidential.

For conditions where changes in impact may occur, recent and relevant evidence from independent expert assessments and consultations is necessary to ascertain the appropriate level of adjustment needed.

If a candidate has a stable condition with a previously approved reasonable adjustment, they may complete the application form without resubmitting supporting evidence.

2.1 Submission time frame

Applications for reasonable adjustments must be submitted between 5 to 10 days before the examination date.

While CIFA strives to accommodate candidates who apply for reasonable adjustments outside the specified time frames, it is not always possible to do so, and such requests may be declined.

3. Review process

Applications for reasonable adjustments are individually evaluated and considered based on the supporting documentation provided, alongside the following factors:

- The specific needs of the candidate.
- The effectiveness of the proposed adjustment.
- The potential impact of the adjustment on both the candidate and other candidates.

An application for a reasonable adjustment may be declined if it:

- Incurs unreasonable costs for the Awarding Organisation.
- Requires implementation within unreasonable timeframes.
- Compromises the security and/or integrity of the qualification.



The decision on a reasonable adjustment application can vary depending on the specific needs of the candidate. Normally, candidates will be informed of the decision via email within **5** working days. However, if further information or additional correspondence is necessary to reach a decision, the process may take longer.

Candidates who receive reasonable adjustments will not be granted additional consideration for the same condition when their results are assessed.

4. Adjustments Available

The list below offers a range of reasonable adjustments that can be made for candidates; however, this list is not exhaustive, and other adjustments may be considered on an individual basis. It is important to recognize that the adjustments mentioned may not always be reasonable, permissible, or practical in all situations. Furthermore, a candidate might not require or be permitted the same adjustment for every assessment.

4.1 Allocation of Additional Time

The standard provision of extra time for CIFA examinations is up to 25% of the stated duration of the exam. The granting of additional time is contingent upon medical recommendations and is at the discretion of the CIFA.

4.2 Use of Assistive Technology

The online exam platforms are compatible with various assistive technology apps to accommodate students with disabilities, including dyslexia. Students are advised to use the apps they are already familiar with during the exams to facilitate a smoother testing experience.

5. Appealing a reasonable adjustment decision

Should a candidate be dissatisfied with the CIFA's decision to decline a reasonable adjustment application, they have the right to file an appeal in accordance with the CIFA's Appeals Policy. To initiate an appeal, the candidate should send an email to info@cifa.ac, requesting a review of the decision regarding their reasonable adjustment application.



The CIFA will review the appeal and either uphold the original decision or amend it. The outcome will be communicated to the candidate via email within five working days of receiving the appeal.