

BHS Reasonable Adjustment and Special Consideration Policy

The BHS aims to promote equity, diversity and equality of opportunity within our assessment process. We recognise that due to the practical nature of BHS assessments, adjustments may need to be made in order to allow the opportunity of assessment for the widest range of applicants. Read the [BHS's Equality and Diversity Policy](#).

What is a reasonable adjustment?

A reasonable adjustment is an alteration to or consideration at an assessment that may help to reduce the effect of a physical or mental health condition which may place the candidate at a disadvantage compared to other candidates. Adjustments can only be made to the assessment process or method; adjustments cannot be made to the assessment criteria. Occupational competence is still required to be demonstrated.

You may request a reasonable adjustment on the grounds of a physical or intellectual impairment that could be long term or temporary.

During BHS assessments, the types of adjustments offered may include, but not be limited to, changes to elements such as:

- The location or timing of the assessment
- The format, questioning or type of assessment activity
- The availability of support personnel for additional needs
- The availability or use of specialist equipment or tack
- The size or type of horse used

It is important that reasonable adjustments do not affect the reliability or validity of the assessment and they should not give the candidate an unfair advantage over other candidates.

The BHS will support candidates by ensuring that:

- The reasonable adjustment provides candidates with the opportunity to demonstrate competence against the assessment criteria
- The reasonable adjustment provides candidates with the opportunity to demonstrate occupational competence
- The assessment is reliable
- The assessment process is rigorous and fair, and the assessment activity is valid
- The assessment is practically able to operate following the application of any reasonable adjustment
- Facilities and time allow candidates to use any specialist equipment or other aids to demonstrate achievement so long as they reflect the candidate's normal ways of working and do not give the candidate an unfair advantage

The BHS may reject an application for a reasonable adjustment in circumstances where:

- An adjustment may create a loss of validity or independence with the assessment process
- An adjustment may constitute a safety hazard that cannot be reasonably mitigated

Applying reasonable adjustments

The matrix (Appendix 1) lists impairments and health conditions (based around the Higher Education Statistical Authority's (HESA) disability grouping framework) against assessment methods with suggestions for adjustments that can be applied for. These are recommendations only and each reasonable adjustment will be considered on a case-by-case basis.

How to apply for a reasonable adjustment

Application is via the Reasonable Adjustment Application Form along with appropriate supporting evidence. Provisions for reasonable adjustment are agreed prior to the assessment day. If you feel you may require a reasonable adjustment to your assessment, we recommend you apply for this as soon as possible prior to your assessment date.

The BHS cannot accept requests for a reasonable adjustment within two weeks of your assessment, or on the day of the assessment. This ensures sufficient time is given for consideration of the application and implementation of any adjustment agreed is fair and in place.

We ask that you submit your application form with appropriate supporting evidence. This may include, but is not limited to, a signed letter from a medical practitioner or learning support provider, a medical report or psychological assessment report, or a formal letter from the relevant disability/support group. Please provide detailed information on the application form to describe the adjustments you are requesting.

We will consider each application on an individual basis. During this time, we may contact you, your parent or guardian if you are under 18 years of age, your trainer, a professional disability organisation or your medical practitioner with your permission. This is so we can gather more information about your requirements and how we may be able to support you.

We will inform you of the outcome of your application. If we consider that there is insufficient appropriate evidence to make an informed decision, we may request further evidence or we may have to cancel or defer your assessment.

What happens to the information I have sent you?

We do not keep any supporting evidence you may have sent us with your application on file after your assessment. Your supporting evidence will be disposed of confidentially. Please do not send us original copies of your supporting evidence as we cannot return these to you.

For reasonable adjustments granted, the information supplied by you, and our response, will be provided to your assessors and, if necessary, the assessment centre for their information. Any information you have sent us regarding your reasonable adjustment is confidentially destroyed three months following your assessment.

What happens on my assessment day?

Your assessor will come and meet you at the specified time (this will be noted on your booking confirmation). They will run through the process of the day and will be able to answer any queries you may have. Your assessor may also confidentially discuss with you your reasonable adjustment prior to starting your assessment.

I have booked more than one assessment or need to resit. Do you transfer my reasonable adjustment to each assessment?

As each assessment has different requirements, we cannot transfer a reasonable adjustment between assessments or resits. Please submit a reasonable adjustment application form with supporting evidence for each assessment you will be taking where you wish to request an adjustment. This is to ensure we have the specific reasonable adjustment in place to support you.

Special Consideration

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Special consideration is a consideration to be given to a person who has temporarily experienced an illness, injury or emotional shock. Safety is paramount in equine and as a consequence we are not able to offer special consideration, however candidates may transfer to another assessment day or receive a refund providing sufficient evidence is submitted in line with our booking terms and conditions (see medical transfer or refund).

Please contact the Education team on 02476 840508 should you have any questions or queries regarding reasonable adjustments and special considerations for BHS Career Pathway assessments.

Appeals

If, for any reason, a candidate considers they have been wrongly refused access to fair assessment and wishes to appeal please refer to the [BHS Appeals Policy and Procedure](#).

Reasonable Adjustment Matrix

This matrix can be used to guide a candidate with suggestions for adjustments that can be applied for. These are recommendations only and each reasonable adjustment will be considered on a case-by-case basis. The adjustment applied for should reflect the reasonable adjustment and additional support received during training. Reasonable adjustments cannot affect the requirements of the assessment. The impairments and health conditions listed are grouped together based around the Higher Education Statistical Authority's (HESA) disability grouping framework.

1. No known disability
2. Cognitive processing needs such as dyslexia, dyspraxia, a need in executive function, visual processing speed, visual perception, literacy, numeracy, verbal reasoning, verbal memory, nonverbal memory
3. Social/communication need such as autistic spectrum condition
4. Long standing illness such as cancer, epilepsy, Chron's, IBS, Chronic Fatigue
5. A mental health condition such as depression, schizophrenia or anxiety disorder
6. A physical need such as crutches or wheelchair use, arthritis, paraplegia, quadriplegia, cerebral palsy
7. Hearing need
8. Visual need includes blind, partially sighted, or a serious visual impairment uncorrected by glasses

Reasonable adjustment	Assessment method			
	Observation	Practical Skills Test	Presentation	Professional Discussion
Extra time allowance	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 7	2, 3, 5, 6, 7
Personal support worker in attendance	2, 5, 6, 8	2, 5, 6, 8	2, 5, 6, 8	2, 5, 8
Timed rest breaks	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8
Bathroom breaks	4, 6	4, 6	4, 6	4, 6
Voice explanation	2, 8	2, 8		
BSL interpreter and extra time	7	7	7	7
Flexibility with location	3, 4, 5, 6, 7, 8	3, 4, 5, 6, 7, 8	3, 4, 5, 6	3, 4, 5, 6
Flexibility of time of assessment	4	4	4	4
Flexibility within the method of assessment		6	3, 4, 5, 6	3, 4, 5, 6
Pre-recorded evidence / delivered via video link			2, 3, 4, 5	
Permission to write notes				2, 4, 5
Permission to bring notes				2, 4, 5
Written questions to back up verbal			2, 4, 5, 6	2, 4, 5, 6
Rewording of questions / clarification if needed			2, 3, 7	2, 3, 7
Time allowance for processing verbal questions			2, 4, 5, 7	2, 4, 5, 7

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Reasonable adjustment	Assessment method			
	Observation	Practical Skills Test	Presentation	Professional Discussion
Information presented in small chunks			2, 4, 7	2, 4, 7
Additional or adapted tack or equipment	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8