



Policy for Reasonable Accommodations

The term 'Reasonable Accommodations' refers to the adjustment or adaptation of assessment standards as necessary to cater for the needs of Students whose personal situation means that the assessment would otherwise be unfair e.g.

Students with a physical disability; specific learning disability and/or other Students covered by equality legislation. Reasonable Accommodations are intended to facilitate Students to demonstrate their level of accomplishment in relation to the assessment standards.

They are not intended to compensate for lack of accomplishment and should not:

- Give an unfair advantage over other Students
- Reduce the validity and reliability of the assessment
- Compromise the standard of the award

Any adaptation of the assessment by the Assessor should facilitate the Student to demonstrate their achievement without significantly altering the standard for the award.

General Guidance for Reasonable Accommodation arrangements

Adaptations should, as far as possible, seek to amend the aspect or aspects of the assessment technique or instrument which prevent(s) the Student's participation in the assessment. It should be used where the particular assessment technique(s) or instrument(s) disadvantage the Student in their assessment, and should do no more than is necessary to allow the Student demonstrate his or her level of accomplishment. Examples of types of Reasonable Accommodations which can be applied include the following:

- Modified presentation of assignments/examination papers e.g. enlargements
- Scribes/readers
- Use of sign language
- Practical assistants
- Rest periods/supervised breaks
- Adaptive equipment/software
- Use of assistive technology
- Transcription without correction
- Linguistic support
- Assistance in aural assessments
- The use of bilingual dictionary for candidates whose first language is not English
- Extra time

The implementation of these adaptations will ensure that all Students are assessed on an impartial basis.



Procedure for Reasonable Accommodations

Arrangements for Reasonable Accommodations can be applied to all Kildare and Wicklow Education and Training Board assessments. For the purpose of Quality Assurance, the procedure for Reasonable Accommodations is outlined below:

1. Inform all staff of the policy and procedures regarding the provision of Reasonable Accommodations
2. Provide all Students with information about what to do in the event that they wish to apply for Reasonable Accommodations.
3. Identify the level of the need of the Student in the following way:
 - a. Have the Student, a helper, advocate or guardian; complete an application form for Reasonable Accommodations.
 - b. Ask the Student to provide evidence of his or her disability such as recent medical reports and/or psychological assessments.
 - c. Meet with the Student to discuss her or his needs
 - d. Analyse the application for Reasonable Accommodations
 - e. Inform the Student, Teacher(s)/Tutors(s) and Assessors of the outcome of the application process.
4. Determine which aspects of the assessment will require adaptation, in consultation with Assessors.
5. Adapt the assessment, ensuring that the standard for the award is not compromised in any way.
6. Adjust the centre's Assessment Plan if necessary.
7. Inform all stakeholders of the adjustment to the Assessment Plan.
8. Procure additional supports if necessary.
9. Assess using the adapted instrument or technique/providing the identified support.
10. Track and record all stages of the application for Reasonable Accommodations.
11. Document and file all documents of meetings.
12. Document provision of Reasonable Accommodations in the Statement of Result



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