**IEMA Reasonable Adjustments Policy**

Reasonable adjustments are made to ensure that learners receive recognition of their achievement without compromising the equity, validity and reliability of the examination. They are not concessions to make the examination easier for learners, nor advantages to give learners a head start.

Learners may require reasonable adjustments for several reasons including:

* A permanent (long-term) disability or medical condition
* A temporary (short-term) disability or medical condition
* Where English is an additional language

IEMA ensures that its reasonable adjustments:

* Reflect the current needs of the individual learners and, as far as is reasonably possible, their usual methods of working
* Do not give the learners an unfair advantage compared to learners for whom access arrangements are not being made
* Take account of all current legislation that has an impact on equality of access to examinations.

Reasonable adjustments are approved or set in place before the examination takes place.

## **Applying for reasonable adjustments**

Learners requiring a reasonable adjustment for their examination must submit a Reasonable Adjustment Application Form to the Membership Team at the time of candidate registration, except in the case of a sudden disability or medical condition. The application must be supported by appropriate documentary evidence (e.g. a doctor’s letter).

On receipt of a request for reasonable adjustments, a Membership Officer will decide whether to grant approval and, if appropriate, the provision required to meet the needs of the learner. If the request for reasonable adjustments is approved, the learner will be informed, in writing, of the arrangements that can be made. If the request for reasonable adjustments is declined, the learner will be provided with a reasoned response.

If you have any further queries relating to the reasonable adjustments policy, please call the Membership Team on +44 (0)1522 540069 or email info@iema.net.

**Before completing your form, please ensure you have fully read and understand the policy for Reasonable Adjustments.**

## **IEMA Reasonable Adjustments Application Form**

## **Section 1 - Contact Details**

|  |  |
| --- | --- |
| **Candidate Number:** |  |
| **Title:**  |  |
| **First name(s):** |  |
| **Last name:** |  |
| **DOB:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Email:** |  |

## **Section 2 – Adjustment Request**

**Examination Type (please select):**

Direct Study [ ]  Approved Training Provider [ ]

**Please detail your examination date:** Click or tap to enter a date.

## **Section 3 – Supporting Evidence**

IEMA requires a statement from a medical professional that confirms that a reasonable adjustment(s) is to be made for your assessment. Please ensure that the document is signed, and the originator can be clearly identified with a contact address and telephone number as we may wish to contact them for clarification if we are unsure about the adjustments we need to make. Please note that photocopies are acceptable.

**Please list the document(s) you are providing;**

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

The purpose of reasonable adjustments is to ensure that IEMA supports your needs within the examination process. If the adjustments are approved, you will receive an additional 25% of extra time for the examination.

**If you have further requirements, please specify below;**

Click or tap here to enter text.

## **Section 4 – Declaration**

We will process your data in accordance with the principles of the General Data Protection regulation (2018).

I confirm that by completing and submitting this form I;

* give consent to the processing of this data
* have read and understand the IEMA Reasonable Adjustments Policy
* have supplied information which to the best of my knowledge is correct

**Signature:**

**Date:**

**Please email your completed form and any supporting information to** **info@iema.net****.**