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Accredited Conservator-Restorer



THE INSTITUTE OF CONSERVATION

Icon Professional Accreditation of Conservator-Restorers (PACR)

Reasonable Adjustments Policy

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PACR Reasonable Adjustments Policy

Reasonable adjustments

The Institute of Conservation (Icon) recognises that some candidates for the professional accreditation of conservator-restorers (PACR) require alternative arrangements for their assessment. This may be because of a disability or medical condition. The following policy concentrates on reasonable adjustments for candidates with disabilities but it is also relevant to candidates who may require reasonable adjustments because English is not their first language.

Policy

Icon aims to ensure that PACR is available to those who wish to apply, that is to provide equal access for all candidates. The Icon policy aims to facilitate access to PACR to those who are eligible for reasonable adjustments in assessments, without compromising the assessment of the skills, knowledge, understanding or competence being measured.

Reasonable adjustments

The Equality Act 2010 requires that awarding bodies adjust arrangements for assessment where a disability means a candidate experiences discriminations that would amount to 'substantial disadvantage' in an assessment. An assessment should be fair and a test of a candidate's knowledge and professionalism. Reasonable adjustments must not affect the reliability or validity of assessment outcomes, nor must they provide an unfair advantage to the candidate or disadvantage over others who do not have such support.

A reasonable adjustment will be designed to address fully the disadvantage it is meant to overcome. Icon will consider how practical it will be to provide the adjustment. It will also consider any resource implication and whether it will cause any disruption to others.

A reasonable adjustment will be considered when the request has demonstrated that not to make an adjustment:

- i. Would mean discrimination would occur as defined in the Act.
- ii. There would be no advantage to or over other candidates.
- iii. The integrity of the assessment is unaffected.
- iv. The integrity of the competences being assessed are not changed.

Reasonable adjustments may include:

- Changing usual assessment arrangements, including:
 - allocating extra time up to two days for the assessment visit;
 - ensuring there are enough breaks in a day to regroup;
 - providing enough time for a candidate to answer questions;
 - using Plain English;
 - asking one question at a time;
 - ensuring that there are not multiple parts to a question;
 - questions relating to events are asked in chronological order;
 - where appropriate some questions may be provided before the assessment;
 - postponing an assessment in the case of temporary illness or injury.
- Adapting assessment materials, including:
 - accepting an application on coloured paper or coloured pages as an e-document;
 - using larger font size;
 - submitting form on a dictaphone;

- providing language-modified assessment material.
- Providing assistance during assessment, including:
 - allowing alternative ways of presenting responses;
 - allowing use of a bilingual dictionary;
 - allowing the candidate to dictate the physical environment;
 - changing or adapting the assessment method;
 - using assistive technology (candidate's own);
 - allowing extra time to respond to questions;
 - using coloured overlays.

The accreditation application (including the assessment visit) produced following a reasonable adjustment must be assessed in the same way as the work from other candidates.

Requests for reasonable adjustments must be made to the Training and Development Manager as soon as the candidate decides to progress to an accreditation application. This may be when they join the PACR Pathway but can also be at Registration as long as there is time before an assessment for reasonable adjustments to be put in place.

Icon will not make assumptions about whether an applicant requires any reasonable adjustments or what those should be. Icon will discuss the requests with the applicant and seek to reach agreement on what may be reasonable in the circumstances. Adjustments will always be agreed with the person concerned to avoid making incorrect assumptions about their needs.

Icon will consider each request individually. Not all reasonable adjustments will be reasonable in particular situations.

Disclosure of the disability will be treated as confidential. Information about a disability will only be divulged to relevant persons within PACR administration. The applicant must know what information is held. Icon will not pass on in written form (including email correspondence) any sensitive information without the applicant's express consent.

If disability is declared to the Training and Development Manager on the relevant Registration Form or when joining the PACR Pathway the Training and Development Manager will discuss with the candidate whether any reasonable adjustments need to be made. The Training and Development Manager will inform the Accreditation Committee that reasonable adjustments have been requested and will inform the Accreditation Committee and chosen assessors what reasonable adjustments have been agreed and the nature of the disability. It will be necessary for the chosen assessors to be informed of the reasonable adjustments and for the assessors and candidate to liaise before the assessment visit to ensure the adjustments are in place. In the case of Pathway candidates chosen mentor(s) will also be made aware if the candidate discloses they require reasonable adjustments on the mentee form.

Before information is passed on Icon will:

- obtain details of candidate's needs;
- keep a record of details;
- advise candidate to whom the information will be passed and for what it will be used;
- obtain the candidate's written (which may be by email) consent to pass on information to relevant parties.

The following list is not exhaustive. It shows the type of conditions that will be considered for reasonable adjustments:

- behavioural, emotional, social needs such as chronic depression, anxiety, autism;
- sensory impairment such as hearing loss/impairment;
- specific cognitive difficulties such as dyslexia, memory loss;
- where English is not the mother tongue.

Icon would be sympathetic to an applicant who reports temporary illness or injury. In such an event the applicant would need to notify the Training and Development Manager in writing (correspondence by email is understood and accepted as being written).

Icon will inform PACR candidates that reasonable adjustments for PACR applications can be provided by a paragraph in written PACR documentation and by publishing the reasonable adjustments policy on the Icon website.

Icon will attempt to agree and deliver required reasonable adjustments promptly. In some cases Icon may need to consider in more detail how to overcome the difficulty being experienced by the applicant.

Cases where reasonable adjustments have been made will be recorded and reviewed regularly to help gauge whether improvements can be made.

Complaints and Appeals

If an applicant wishes to appeal refusal of a reasonable adjustment, please refer to the Icon Complaints Procedure.

Any dissatisfaction with the reasonable adjustments or failure to meet the agreed reasonable adjustments should be made in writing in the first instance to the Training and Development Manager.

References

Active IQ Reasonable adjustments and special considerations www.activeiq.co.uk accessed 01.05.14

BCS Professional Certification Policy for Candidates Requiring Reasonable Adjustments Jan 2013 The Chartered Institute for IT.

Joint Council for Qualifications Access Arrangements, Reasonable Adjustments and Special Consideration General and Vocational qualifications with effect from 1 September 2012 to 31 August 2013

Northumbria University Newcastle Practice Placements Policy/Procedure www.northumbria.ac.uk accessed 27.04.14

Pearson, Supplementary guidance for reasonable adjustment and special consideration in vocational internally assessed units, January 2013 version 1.1 Quality and Standards

Solicitors Regulations Authority www.sra.org.uk accessed 30.04.14

www.bdadyslexia.org.uk (The British Dyslexia Association).

www.education.gov.uk/ta-assets Teaching Agency Information Adjustments for disabled students accessed 28.04.14