REASONABLE ADJUSTMENTS POLICY

1. Introduction and Summary

Mountview's exams have been created with diversity and inclusivity at their core, reflecting the ethos and values of Mountview. As part of our vision, Mountview ensures that every performer receives a fair assessment, regardless of any protected characteristics, including disability. To achieve this, Mountview will offer tailored Reasonable Adjustments to ensure a positive assessment experience for all. These Reasonable Adjustments will be unique to the individual. They will be decided upon in consultations between the Chief Examiner, the Quality Assurance and Compliance Manager, and the performer themselves, also including any teachers, parents, medical professionals or caregivers who can provide relevant information.

Mountview recognises the intersectionality of disability, acknowledging that performers with the same disability may require or desire unique Reasonable Adjustments to achieve a fair assessment and Mountview will ensure that this process is led by the performer as much as possible. The Reasonable Adjustment will then be applied during the relevant assessment by the Examiner.

2. The definition of Reasonable Adjustments and disability

Ofqual defines a Reasonable Adjustment as:

"An adjustment made to an assessment for a qualification so as to enable a disabled Learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the specification for that qualification."

In the United Kingdom, a person (P) is defined as having a disability within the Equality Act 2010 if:

" a) P has a physical or mental impairment, and

b) the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities."

Mountview aims to ensure that any disability, which already affects a person's day-to-day activities to a substantial or long-term degree, will not reduce their capacity to take or succeed within a Mountview exam by applying Reasonable Adjustments where possible.

3. The process of applying for Reasonable Adjustments

3.1 General notes when applying for Reasonable Adjustments

Applications for Reasonable Adjustments must be submitted no later than **6 weeks before** the exam date and ideally at the point of booking. Reasonable Adjustments cannot be actioned on the day of an exam if they have not been notified in advance. Any Reasonable Adjustments

which are to be actioned will be detailed to the Examiner ahead of the examination day, but it is the decision of the performer as to whether the Examiner is informed of the disability itself. If the performer wishes for the Examiner to know the nature of their disability, we ask that they inform the Exams Office at the point of application so that this information can be passed on. It is helpful if any health professionals, specialists, caregivers, SENCos or GPs would be happy to communicate with Mountview should we need more information or clarification.

Once a Reasonable Adjustment has been approved, Mountview will hold this on file so that the added administration of reapplication for future examinations would not be necessary. This will be held indefinitely unless the performer requests for its removal.

3.2 Applying for Reasonable Adjustments as a Private Centre

Private Centres registered with Mountview will have assigned a Centre Representative during their application and will have been granted access to our online booking platform, ExamTrack. Centre Representatives will use this platform to upload performer details and request Reasonable Adjustments where necessary. Through ExamTrack, the Centre Representative will share the disability of the performer, indicate the types of Reasonable Adjustments which they and the performer believe will ensure that their assessment is fair, and provide supporting documentation (see 3.4 for the types of supporting documentation accepted). The Senior Exams Panel will then work together to assess whether the application is valid, mainly referring to the supporting documentation. Mountview may ask to liaise more closely with the performer if this is deemed appropriate, in order to ensure that we can offer a tailored provision to meet their needs effectively. The Centre Representative will be notified whether the Reasonable Adjustments have been approved via ExamTrack, or if any further information is required. For a step-by-step guide on applying for Reasonable Adjustments via ExamTrack, please look at section 3 of the ExamTrack Guidance, located in the ExamTrack Download Library.

3.3 Applying for Reasonable Adjustments at a Public Centre

For Public Centre exams, an **Examination Liaison** submits the details of performers and will be the contact for any queries. The Examination Liaison can be a teacher, parent, guardian or the learner themselves, so long as they are over the age of 18 years old. If an Examination Liaison wishes to apply for Reasonable Adjustments personally or for other performers, they will need to contact the Exams Office directly, providing details of the disability, what Reasonable Adjustments they believe will ensure that the assessment is fair, and supporting documentation (see 3.4 for the types of supporting documentation accepted). The Senior Exams Panel will then work together to assess whether the application is valid, mainly referring to the supporting documentation. Mountview may ask to liaise more closely with the performer if this is deemed appropriate, in order to ensure that we can offer a tailored provision to meet their needs effectively. The Examination Liaison will be notified whether the Reasonable Adjustments have been approved ahead of the examination day, or if any further information is required.

Mountview ensures that all examination rooms in its Public Centres are fully accessible from street-level, allowing for wheelchair users to take exams at these venues.

3.4 The types of supporting documentation which Mountview accepts

To ensure that suitable Reasonable Adjustments are applied where necessary, Mountview requires Centres or Examination Liaisons to provide supporting documentation. Supporting documentation needs to be a document signed by someone other than the performer who has the relevant authority to suggest a Reasonable Adjustment. We ask that all documentation is

dated within the last 24 months. This list is non-exhaustive, however we encourage performers to seek one or more of the below if possible:

- Formal diagnosis
- Letter signed by a GP
- Letter signed by a SENCo (Special Educational Needs Co-ordinator)
- EHC Plan
- Report from the Local Authority
- Report from a health professional or specialist
- Report from an EFL teacher

4. Examples of Reasonable Adjustments offered by Mountview

4.1 A non-exhaustive list of Reasonable Adjustments

Mountview maintains that the process of applying for a Reasonable Adjustment should be led by the performer with the disability as much as possible and therefore we do not dictate which Reasonable Adjustment applies to specific types of disability. You can find a non-exhaustive list of the Reasonable Adjustments we may offer below:

- Additional time added to total exam duration or to the Reflection element alone
- Rest breaks
- Request for the Examiner to ask questions in a specific way
- Presence of an additional helper (e.g. a prompter or sign language interpreter)
- Alternative assessment
- Examiner awareness

4.2 Additional time

Some performers may require additional time to ensure that they can complete all the components of an examination efficiently without their disability affecting their mark. In general, this will be added to the entirety of the exam duration. The performer is still expected to meet the minimum duration requirements of separate tasks dictated within each qualification, with the additional time mainly being used to allow for cognitive processing or practical resetting between elements.

Additional time may also be applied to a Reflection element alone (if it is required as part of the examination). The performer may not need assistance with their performance yet may require additional time to understand questions asked by an Examiner which facilitate a conversation/reflection. Mountview will work with the performer and any relevant personnel to determine whether additional time is applied throughout or just for the Reflection element.

In general, up to 25% will be added to the duration of the exam if additional time is requested. If longer than 25% is required by the performer, this will be under the discretion of the Chief Examiner who may reach out to whomever supplied the supporting documentation.

Additional time may also be added when other Reasonable Adjustments are made to ensure that these do not adversely affect the examination time.

4.3 Rest breaks

Rest breaks will work in a similar way to additional time, in that the duration of the exam will be affected, however rest breaks will act as hard stops at specified points within an exam. Some content presented by performers in Mountview's exams is intended to be continuous, so a rest break will enable performers to pause at moments agreed upon prior to the exam to reset. The performer will then be expected to continue with their examination after a period of time which was also pre-determined by the Chief Examiner.

4.4 Request for the Examiner to ask questions in a specific way

A Reasonable Adjustment might request that an Examiner asks questions to performers in specific ways, whether during the performance or reflection elements of examinations. These may be to repeat questions, to ask questions slowly, to ensure that only basic terminology is used or a combination of the aforementioned.

4.5 Presence of an additional helper

To support a variety of disabilities, a performer may request that an additional helper is present in the room with them to aid in their understanding. Mountview is happy to accommodate a prompter, a sign language interpreter, a translator, a sight guide or any other helper which is approved by the Chief Examiner and Academic Quality & Compliance Manager. The additional helper must not be a teacher or relative of the performer, and cannot aid in the performance of an examination, excepting where a prompter will assist in keeping the performer focused on the assessment. The additional helper may also act as the facilitator (the person who will be cueing or controlling the music), so long as either duty does not distract them from the other. The presence of an additional helper may enable a level playing field for a disabled performer, but the additional helper must ensure that they do not unfairly advantage the student with advice or suggestions during the assessment.

4.6 Alternative Assessment

The syllabus has been designed to offer flexibility and inclusivity, however, there may be some circumstances where Mountview will suggest an alternative assessment. This scenario may be if there are concerns about health and safety being compromised, or if it is not possible for the performer to adhere to the Syllabus due to their disability. In these cases, the Chief Examiner will determine any changes which can be made to the assessment itself which will enable the performer to engage in an exam, at least 4 weeks prior to the performance. The assessment will be led by either the Chief Examiner or a Supervisory Examiner to ensure that the examination is executed correctly.

4.7 Examiner Awareness

Sometimes it may be that performers wish for Examiners to know the nature of their disability even though they may not require any Reasonable Adjustments to be made. An example of this could be (but is not limited to) behavioural conditions such as fidgeting or tics, where the performer may not even be affected during the exam itself. In these instances, we ask that a Reasonable Adjustment is still applied for as 'Examiner awareness'. This enables us to pass on the relevant information to our Examiner if the performer desires.

4.8 Other Reasonable Adjustments not applicable to Mountview Exams

Mountview would like to acknowledge that there are some Reasonable Adjustments offered by other boards which are not relevant to our assessment practises. Mountview's assessments do not require performers to read any material presented to them in an exam, so Reasonable Adjustments such as braille, large print or coloured paper are not currently necessary. As more qualifications become available, we will update our Reasonable Adjustments policy as appropriate.

Similarly, the dance element, which is present in a selection of Mountview exams, may seem restrictive to those with limited mobility, however the assessment criteria of these syllabuses speak of movement rather than specific dance moves, commenting that even in stillness there is purpose and intention. We encourage performers who may require mobility aids to use whatever mobility they can to demonstrate the purpose and intention of their performance, and they will not be penalised for the difference in movement that they present compared to other performers. Difficulties with mobility may still require some form of Reasonable Adjustment, but we are confident that our assessment criteria do not disadvantage those who require mobility aid of any kind.

4.9 Where Special Considerations might be necessary

Occasionally, it may become apparent close to or following an exam that Reasonable Adjustments are/were not sufficient to allow a performer to succeed in their examination. This could be due to a temporary exacerbation of the condition/disability which the Reasonable Adjustment related to. Although, Special Considerations are not usually intended for ongoing medical conditions/disabilities, in these circumstances we would recommend that a Special Considerations application is made which will be referred to the Senior Exams Panel for review. This may result in a deferral, additional rest breaks, an alternative assessment or Examiner awareness of the exacerbation (this list in not exhaustive). For more information about Special Considerations and how to apply, please have a read through our Special Considerations Policy.

5. Following a Reasonable Adjustment application

Reasonable Adjustment applications are reviewed on a case by case basis by our Senior Exams Panel. If the application is granted, the applicant will be notified of any Reasonable Adjustments which were approved. The Examiner(s) involved in the delivery of the associated Session will also be informed of how to supervise the Reasonable Adjustments.

5.1 Appeals

If your application is rejected and you believe that this was an unfair decision, you have the right to an appeal. You can find out more information about lodging an appeal by reading through our Complaints, Enquiries and Appeals Policy.

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