



The Association of Business Executives (ABE) Reasonable Adjustments and Special Consideration Policy and Procedures

To meet its commitment to equality of opportunity, ABE will, as far as reasonably practical, endeavour to ensure access for people of all abilities, irrespective of physical capacity, in order that all candidates receive the same level of service and opportunity.

The Association of Business Executives (ABE) adopts policies that ensure no candidates experience unnecessary barriers to assessment. Any applications for reasonable adjustments and special considerations are treated in the strictest confidence.

Reasonable Adjustments

Where necessary and where reasonably practical, ABE can approve reasonable adjustments for candidates with particular requirements to enable them to have the same level of service and the opportunity to demonstrate attainment.

Candidates may require reasonable adjustments for a number of reasons including:

- permanent or temporary disability or medical condition
- known and long-standing learning difficulties

Candidates requiring a reasonable adjustment for their examination **MUST** contact the ABE Quality and Assessment Manager at the earliest opportunity, but no later than the **final closing date for examination entry** for a Reasonable Adjustment Application form (ABE1). On receipt of this form (together with the appropriate evidence), the ABE Quality and Assessment Manager will decide whether or not to grant approval. If the request for reasonable adjustments is approved, the candidate will be informed in writing **within 10 working days**. If the request for reasonable adjustments is not approved, the candidate will also be informed in writing **within 10 working days** as to the reasons why their application has not been successful.

Special Consideration

Special consideration involves procedures that may result in an adjustment to the marks of candidates who have not been able to perform to the best of their ability because of **exceptional** circumstances beyond the candidate's control.

Examples of exceptional circumstances are:

- personal illness during the examination
- Injury, accident or adverse circumstances on the **day of the examination**
- a bereavement of a close family member **prior to the examination**
- a serious disturbance during the assessment (e.g fire alarm during the examination)

Candidates requesting special consideration **MUST** contact the Quality and Assessment Manager at the earliest opportunity, but no later than **7 working days** after the examination to request a Special Considerations Form (ABE2). The application should be supported by appropriate evidence (e.g a medical certificate in the case of illness).

Where appropriate, further evidence may be required from the invigilator, so it is important that the candidate ensures that the invigilator records the circumstances on the Incident Report form available from the examination venue.

The Awards Committee will consider decisions on reasonable adjustments and special considerations and the decision of the Awards Committee is final.

The Quality and Assessment Manager will provide an annual report to the Awards Committee evaluating the use of reasonable adjustments and special considerations.

Contact

The Quality and Assessment Manager
The Association of Business Executives
5th Floor, CI Tower
St. George's Square
High Street, New Malden
Surrey
KT3 4TE
Telephone: +44 (0)20 8329 2930
Fax: +44 (0)20 8329 2945
Email: rasc@abeuk.com
Web: www.abeuk.com