

T Training and Assessment

T8 Reasonable Adjustment

Standards Evidenced	
Standards Referenced	1.8b

General policy

TSTCA is committed to a fair and inclusive learning environment and will make reasonable adjustment to assessments where a learner's needs have been identified.

Reasonable adjustment principles

Reasonable adjustment can be made to the assessment process provided adjustments do not impact on the assessment criteria and inherent requirements of the qualification or unit and are appropriate. The Principles of Assessment and Rules of Evidence must apply.

Designing reasonable adjustment

(Reference Standard 1.8b)

Reasonable adjustment may include though not limited to:

- Variation in standard assessment procedures (e.g. additional time allowance, oral versus written assessment);
- Alteration of assessment methodology (e.g. substituting assignments with theory tests);
- Use of adaptive and assistive technologies; and
- Use of support persons.

Responsibility for determining suitability of adjustments is at the discretion of the assessor.

All reasonable adjustments proposed must be discussed with, and agreed by, the learner.

Recording of reasonable adjustments

Minor adjustments, such as the undertaking of a small number of written text questions verbally, may be documented directly onto the assessment. These must be clearly annotated.

More substantial adjustments made to the assessment process must be justified with the following information either on file or recorded in the comment section of the cover sheet:

- What the adjustment was and why it was required;
- Which assessment task or tasks the adjustment applied; and
- Signature of the assessor.

Supporting processes

The following processes are defined to ensure these policy requirements are met:

Process Name	Purpose

Supporting Forms and Documents

Document Identifier	Name

Evidence

To Evidence	Source
Reasonable adjustment	Assessment Documentation with annotations and comments and Learner File Notes

--- End of Policy ---

Version Control

Version #	Date	Changes
1.0	27/10/17	First release