



Process and Procedures for Applications for Reasonable Adjustments for Examinations

What is the process for?

This process is for teachers for applying to the ISTD to request Reasonable Adjustments to be made to the examination process. This document should be read in conjunction of the ISTD Access Arrangements and Reasonable Adjustments Policy which is available on the ISTD website.

What is the purpose of the process?

These processes and procedures are put in place to help us work together with centres/schools to manage Applications for Reasonable Adjustments efficiently and effectively in accordance with the Society's regulatory requirements.

Overview of the process for requesting Reasonable Adjustments

In practice, the process begins at the point of learner enrolment before the learner starts their training.

Step 1: Centre's internal processes for access arrangement

1. Learner enrolment meeting – the teacher identifies learner's specific needs
2. The teacher evaluates the learner's needs and assesses what adaptations/adjustments the learner may require for their training and assessment
3. The Centre/School prepares to make an application to the ISTD for Reasonable Adjustments.

Step 2: Making an Application for Reasonable Adjustment

It is important that the teacher makes an application as early as possible and within the application time frames. The teacher must clearly indicate all requested adjustments in detail so the approver can visualise what the adjustment will look like in practice. If a request is not clearly described it is unlikely to be approved .

1. The teacher downloads from the website **the Application for Reasonable Adjustments Form for Examinations**.
2. The teacher must obtain the candidate's or their parent's/guardian's signed consent for sharing their information with ISTD for purpose of processing the application for Reasonable Adjustments. Please note that this is a legal requirement as per the GDPR regulations and it is your Centre/School's responsibility to make sure that evidence of consent is kept on record.
3. The teacher completes Section A and signs the teacher's declaration. Please do not print out the form. The application form must be returned in its original format (editable PDF).
4. The teacher sends the application form and the supporting documents to the ISTD by email to ara@istd.org.
5. The application must be submitted as early as possible or no later than the published timeframes to avoid the application being rejected.

Type of examination	Application time frame for 'Minor' adjustments	Application time frame for 'Moderate' adjustments	Application time frame for 'Substantial' adjustments
Examinations	Minimum 28 days before the intended date of examination*	At least 12 weeks before the intended date of examination*	At least six months before the intended date of examination*

*Late or incomplete applications will not be accepted

Step 3: Review of Application for Reasonable Adjustments - ISTD ARA Administrator

When the request is received, the application will go through the ISTD processes before a decision is made:

1. The teacher receives an acknowledgement from the ISTD ARA Administrator within three days of application being made.
2. If further information or evidence is requested by the ARA Administrator, this should be provided as soon as possible to avoid delays.
3. The teacher receives a decision for the requested Reasonable Adjustments within 21 days if the adjustments are minor. For moderate adjustments, it may take up to eight weeks to provide a decision and for substantial adaptations, a final decision may be provided within five months.
4. If ISTD approve the requested adaptations/adjustments, the teacher will receive a confirmation of the Reasonable Adjustments in writing and will be given the go ahead to book the exam session and timetable.

In some cases, the requested adjustments cannot be agreed because, they may have unreasonable time frames, unreasonable costs and/or jeopardise the integrity of the assessment/qualification. If this is the case, the teacher may wish to review the requested adjustments and make a new application to request a different set of adjustments. Although we will try and process the amended application as quickly as we can, new time frames may need to apply.

5. The teacher writes to the ARA administrator and provides the exam date, exam session reference and the name of the assigned examiner. Please note that if you do not notify the ARA administrator of the exam session reference and date of exam, we will not be able to notify the examiner with details of the agreed adaptations.
6. The ISTD ARA Administrator notifies the examiner one week (for minor applications) and two weeks before (for moderate and substantial applications) before the date of the exam. No further adjustments can be accepted after this time unless a new application is submitted.

Any request for Reasonable Adjustments must have been approved and confirmed before a candidate can be assessed. Applications received outside the published time frames cannot be accepted. It is not advisable for the teacher to book the exam timetable before the decision about Reasonable Adjustments has been confirmed in writing.

FAQ for Applications for Reasonable Adjustments (ARA)

Q: Should I contact the ISTD ARA Admin to request an application form for Reasonable Adjustments?

A: The new Application for Reasonable Adjustments Form for Exams can be downloaded on our website www.istd.org. The form is under the Examinations → Quality Assurance tab.

Q: Who do I contact if I want to get some guidance about my candidate's specific needs before making an application?

A: All queries in relation to access arrangements and Reasonable Adjustments should be sent to the ISTD ARA Administrator by email on ara@istd.org.

Q: How will I know if my ARA has been received and approved?

A: You will receive an email acknowledgement from the ARA Administrator within three working days of emailing the completed form. You will be informed of the outcome/approval of the decision by email as

per the time frames included above.

Q: How does ISTD classify adjustments as Minor, Moderate or Substantial?

A: As each case is different, and the application may request more than one adjustment, the below examples are provided as a guidance only:

Minor:

- Application does not request any changes to the assessment process or the syllabus content but requires the examiner to be aware of the candidate's specific need or disability, so that the examination process can be conducted with due care and sensitivity
- Application to request for a candidate to be examined alone in a session (with no other adjustments)
- Candidate is in their early pregnancy
- Requesting to sit for Advance 1 or 2 Analysis examination due to physical limitation
- Perform pointe-work on demi-pointe or on-pointe whilst supported at the barre

Moderate – Requesting small adjustments to be made to the examination structure and/or process such as:

- Additional time and breaks
- Teacher or another person being present in the room during the session to help the candidate's ability to remain calm and focused
- Requesting more than one small adjustment to be made to the examination process.

Substantial – These require multiple adaptations to the exam structure as well as/or the syllabus content.

Q: Can my candidate be exempt from any part of the examination due to a disability?

A: No. There is no duty on awarding bodies to change the assessment criteria or assessment requirements. However, we can make adaptation to the assessment process and syllabus content to alleviate a barrier caused by disability to let the candidate demonstrate what they know and can do. The candidate will then be marked against the assessment criteria same as everybody else. If the candidate's disability is so severe it makes it unlikely for them to meet the compulsory components of an examination, the teacher may recommend Certificate of Participation in the application for Reasonable Adjustments.

Q: Can I request Certificate of Participation (COP) for my candidate?

A: No, a Certificate of Participation is a possible outcome of an Application for Reasonable Adjustments however, in the application there is an opportunity for you to recommend this as a possible outcome of the application process.

Q: Can I recommend a Certificate of Participation (COP) for my candidate after the examination has taken place?

A: No, a Certificate of Participation (COP) is a possible outcome of the Application for Reasonable Adjustments process and therefore cannot be recommended after the examination has taken place.

Q: I applied on behalf of my candidate for Reasonable Adjustments and recommended Certificate of Participation. The application is approved by the ISTD. Will my candidate be marked as per their peers?

A: No, the candidate will participate in the assessment as per their peers but will not be marked or graded. The candidate will be issued a Certificate of Participation document which confirms that they participated in the assessment.

Q: My candidate has suffered an injury after booking the exam timetable. Should I apply for Reasonable Adjustments even though I have missed the application timeframes?

A: No, there is no time to process the request for Reasonable Adjustments once the timetable is booked. You should contact the ARA Administrator to discuss your candidate's specific circumstances; you may be eligible to request Special Consideration which does not make any changes to the examination process/ syllabus content but allows small adjustment to be made to the marking depending on the level of adverse effect, i.e. a temporary injury/trauma/ temporary illness/bereavement is likely to have on the candidate's

ability to perform. You should refer to the Special Consideration Policy for further guidance.

- Q:** My application for Reasonable Adjustments is rejected because I sent it too late. My candidate does not want to take the exam at later date. Is my candidate allowed to take the exam without the Reasonable Adjustments?
- A:** Yes, if the candidate/parent/guardian is happy to take the exam without the Reasonable Adjustments, they can sit the exam same as everybody else.
- Q:** ISTD asked me to provide a doctor's note to confirm that my candidate is fit to sit for the exam. This wasn't needed for my other candidates who also requested Reasonable Adjustments. What is the reason for this?
- A:** Each application for Reasonable Adjustments is reviewed on case-by-case basis. Dance examinations can be physically demanding and we have a duty to protect the wellbeing of everyone who participates in our examinations. In some cases, we may require assurance that there are no health risks for the candidate to sit for the exam if they have a medical condition or recovering from an old injury/surgery.

Imperial Society of Teachers of Dancing
22/26 Paul Street, London EC2A 4QE
istd.org    **@ISTDdance**

Registered charity number 250397
© Imperial Society of Teachers of Dancing 2023

