



Process and Procedures for Applications for Reasonable Adjustments for Assessments - DDE

What is the process for?

This process is for ADCs/Tutors for applying to the ISTD to request **Reasonable Adjustments** to be made to the assessment 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 ADCs and Tutors 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 ADC's process begins at the point of the learner enrolment meeting before the learner starts their training:

Step 1: Learner enrolment meeting

A trained member of staff, fully supported by teaching staff and Head of ADC, must lead on the access arrangements and Reasonable Adjustments process. Approved Dance Centre should have robust processes in place to make sure that the details of the candidate's disability and/or learning needs and any adjustments made to the learner's training is recorded and evidenced in accordance with the Data Protection and GDPR Regulations. The Society may wish to see records of access arrangements and Reasonable Adjustments as part of the Centre's review/audit.

Step 2. Making an Application for Reasonable Adjustments - DDE Assessments

Before the learner is entered for the assessment, the ADC/Tutor makes an application to the ISTD for Reasonable Adjustments. The application must be made at least **28 days before** the Intent to Enter deadline.

If you are requesting Reasonable Adjustments to be made to the **practical examination (Unit 4)**, you will need to refer to the guidance for examinations as Reasonable Adjustments for examinations have different application time frames.

The tutor should complete the **Application for Reasonable Adjustments Form for Assessments** to request what Reasonable Adjustments they want for their candidate's assessment. The application process involves the following:

1. The tutor downloads the Application for Reasonable Adjustments Form for Assessments from the ISTD website - **please do not use the old version of the form.**
2. The teacher gets the candidate's signed consent to share the candidate's 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. It is the responsibility of the ADC to make sure that evidence of signed consent is kept on record for the required period of time.
3. The teacher completes Section A and adds their e-signature or name in the teacher's declaration page.
4. The tutor sends the completed application form and supporting documents to the ISTD by email to ara@istd.org.

5. The application must be submitted fully within the timeframes specified below:

Assessment type	Application must be received
DDE Unit 1 and 5	Minimum 28 days before the Intent to Enter deadline
DDE Unit 2	Minimum 28 days before the intended date to film the FTA Class

Step 3 - Outcome of the Application for Reasonable Adjustments

1. The tutor receives an acknowledgement from the ISTD ARA Administrator within three working 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 tutor receives a decision for the requested Reasonable Adjustments within 14 days.
4. The ARA Administrator informs the assessor with the details of the approved Reasonable Adjustments.

In some cases, the requested adjustments cannot be agreed if they have unreasonable time frames, unreasonable costs and/or jeopardise the integrity of the qualification. If this is the case, the tutor 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.

Any request for Reasonable Adjustments must have been approved and confirmed before a candidate can be assessed.

ISTD will delete all confidential data 14 days after the awarded result is issued.

FAQ for Applications for Reasonable Adjustments (ARA)

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

A: The new Application for Reasonable Adjustments Form for Assessments can be downloaded on our website at www.istd.org. The form can be found 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 Officer within 3 working days of emailing the completed form. You will be informed of the outcome/approval of the decision by email within 14 days.


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 but requires the Assessor to be aware of the candidate's specific need or disability.

Moderate: Requesting one adjustment to be made to the assessment process/structure.

Substantial: Requesting more than one adjustment to the assessment process/structure.

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