



# ASSOCIATION OF HEALTH PROFESSIONS IN OPHTHALMOLOGY

## Reasonable Adjustments Policy

### Introduction

The Association of Health Professions in Ophthalmology (AHPO) is a professional organisation that promotes the practice, education, training and research in the field of ophthalmology and vision science throughout the United Kingdom, by promoting high standards of care and treatment of patients with disease or disability affecting the eyes or vision, advancing public education in ophthalmology and vision science, and representing the needs and interests of ophthalmology and vision science in the provision and advancement of health care.

AHPO complies with the Equality Act and this policy aims to allow fair access and ensure learners are not disadvantaged. This policy aims to ensure that all reasonable adjustments are made in order to alleviate or remove the effects of a substantial disadvantage for a learner on a AHPO qualification, so as to enable the learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the assessment criteria of the qualification.

### Purpose

This policy provides clear arrangements for making reasonable adjustments in relation to AHPO qualifications. This policy sets out:

- How a Learner qualifies for a reasonable adjustment
- What reasonable adjustment will be made

### Scope

- This policy covers the whole of AHPO and relates to all its qualifications
- This policy applies to all stakeholders and includes: the Trustees of AHPO, AHPO administrative staff, members of AHPO Council, members of the AHPO Examinations and Education Committees, AHPO examiners and external examiners, assessors, tutors, and workplace mentors.

### Definition of Reasonable Adjustment

The term Reasonable Adjustment is an adjustment of the delivery and/or assessment of an AHPO qualification in order to alleviate or remove the effects of a substantial disadvantage for a Learner.

### How a Learner qualifies for a reasonable adjustment

Learners in the first instance must advise AHPO of any reasonable adjustments that they may require, to the current delivery or assessment methods being used. AHPO should deem what is reasonable depending on the individual circumstances of the case, including how important the adjustment is, how practical it is, and the financial or other resources of AHPO.

### What reasonable adjustment will be made?

In practice this means AHPO should do things differently if the usual way would substantially disadvantage a Learner. Or it might mean providing additional services or equipment. Reasonable adjustments could include:

- Changing standard procedures, such as delivery or assessment procedures
- Adapting the programme, modifying teaching delivery or providing alternative forms of assessment

- Adapting facilities, such as IT facilities or using assistive technology
- Providing additional services, such as a sign language interpreter or learning materials in alternative formats
- Training staff to understand their responsibilities
- Altering the physical environment to make it more accessible.

### **Additional Information**

Reasonable adjustments should be in place prior to the start of any assessment or examination commencing.

The work produced must be assessed / examined in the same way as the work from other learners. The key to a reasonable adjustment is that it must never influence the outcome of assessment or examination or give any learner an unfair advantage

### **Monitoring and Review**

This policy will be reviewed annually to ensure the appropriateness and approach is fit for purpose.

### **The reasonable adjustment is reported to AHPO**

In rare cases where someone suspects malpractice or maladministration with regards to a reasonable adjustment, it should be reported as outlined in the AHPO Malpractice and Maladministration Policy and Procedure.

### **Complaints**

Anyone wishing to contest the reasonable adjustments process should refer to the AHPO Complaints Procedure and AHPO Appeals Policy

### **Ofqual Reference**

This policy relates to the Ofqual criteria for recognition:

*Condition G6 Arrangements for Reasonable Adjustments*

*Condition G7 Arrangements for Special Consideration*