# LAMDA

## Exams

# How to Make a Reasonable Adjustment Application

# Reasonable Adjustment (RA) Definition

**Reasonable Adjustments** are defined by Ofqual as '*an adjustment made to an assessment for a qualification so as to enable a disabled Learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the specification for that qualification.*'

*The LAMDA Reasonable Adjustments and Special Considerations Policy is available here:* [Reasonable Adjustments | London academy of music & dramatic art (lamda.ac.uk)](https://lamda.ac.uk)

# Reasonable Adjustments (RAs)

Some Learners who have special educational needs (SEN), disabilities or temporary injuries may require adjustments to be applied to make the examination fair and accessible.

Any adjustments applied are designed to level the playing field for Learners with particular needs.

An RA can never change the Assessment Criteria (AC).
To achieve a qualification, Learners must meet all ACs.

For example: If a request is made to allow use of a script in an assessment which has a 'memory' component, this would not be allowed as it would create an advantage.

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# Making an application

Applications should be made at least 6 weeks prior to an examination

If Braille resources are required, please allow 8 weeks

The ideal approach is to start an RA application as early as possible.

For more guidance follow the next steps.

*Please note: RA Applications are made through your ExamTrack account. Find out how to set one up via the* [LAMDA Oracle](#)*.*

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# Making an application - 1

**Step 1:**

To work with a Learner to decide on what their particular needs are in relation to the specific LAMDA examination they are taking. Consider:

- What are the challenges faced by the Learner and how does it affect their ability to take a fair examination?
  Include consideration of:

  > Speech, Language and Processing
  >
  > Physical and movement impairments
  >
  > Sensory impairments – e.g. Hearing or Sight
  >
  > Behaviours – Fidgeting, stimming, tics

- What would the Examiner need to know to ensure the Learner's experience of the exam room is positive?
- What would facilitate a calm and stress-free environment for the Learner?
- What are the Learners wishes in relation to the particular examination?
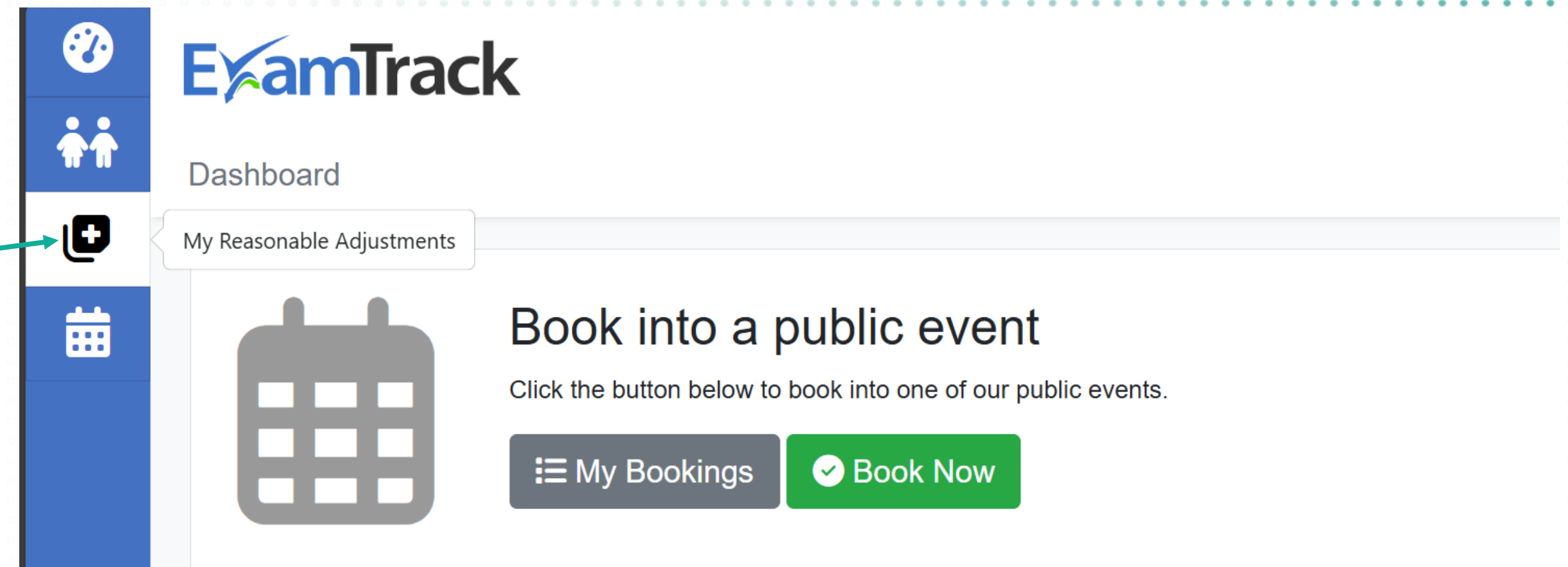- Prepare all the information to include in the RA and collate the relevant supporting evidence.

The LAMDA team including our trained team who look at reasonable adjustment applications and Examiners do not and cannot know the individual Learners. We rely on information from Teachers and Centre Coordinators in the application to be able to apply the appropriate adjustments for each individual.

The LAMDA team can only use supporting evidence to verify information that is given in the application. They cannot pull information out of a report and make decisions on the Learners behalf.

# Making an application - 2

## Step 2: Start the Application

On your ExamTrack account dashboard, select the 'My Reasonable Adjustments' icon



**ExamTrack**

Dashboard

My Reasonable Adjustments

### Book into a public event
Click the button below to book into one of our public events.

My Bookings    Book Now

### Create a new reasonable adjustment application

Click the button below to create a new reasonable adjustment application for one of your learners.
The application form will need to be completed 6 weeks before the date of the learner's examination session.

If LAMDA has previously authorised a Reasonable Adjustment for your Learner(s), but they do not appear in your list below, then please Contact us via Oracle, the LAMDA Customer Portal. Create a new support ticket, select the Reasonable Adjustment option and provide the following details so we can ensure that the existing R.A is applied to your Learner's profile:

- Learner I.D Number
- Learner Name (Please beware of spelling)
- Leaner D.O.B

Create Application

Click on 'Create Application'

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# Making an application - 3

Step 3: Select your Learner

## Apply for a new reasonable adjustment on behalf of a learner

Apply for a reasonable adjustment on behalf of a Learner by completing the application form below and submitting appropriate supporting documentation. For further information please refer to the LAMDA Reasonable Adjustments and Special Consideration policies on our website lamda.ac.uk.

Learners who have already applied and been authorised a specific reasonable adjustment for the same circumstances by LAMDA do not need to submit a new Application for Reasonable Adjustments. If your Learner is taking at a Private Centre, you will need to use a Learner's pre-existing ID when registering the examination. If your Learner is taking their exam at a Public Centre, please Contact us via Oracle, the LAMDA Customer Portal. Create a new support ticket, select the Reasonable Adjustment option and provide the following details so we can ensure that the existing R.A is applied to your Learner's profile:

- Learner I.D Number
- Learner Name (Please beware of spelling)
- Leaner D.O.B

To make a new reasonable adjustment request for a Learner you will need to complete this Reasonable Adjustment Application Form and submit it to LAMDA along with supporting documentation in the following timeframes:

- 8 weeks before the first date of the examination session when Braille documents are required, or
- 6 weeks before the first date of the examination session for all qualifications

LAMDA reserves the right to accept or reject any Application for Reasonable Adjustments received late.

Learner

Please Select

From the "Learner" drop down menu, select the Learner you wish to create a Reasonable Adjustment for. You will only be able to select a Learner who has been added to your profile.

Visit LAMDA ORACLE to find out how to add new learners to your profile

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# Making an application - 4

Step 4: Tell us about relevant conditions, impairments and associated challenges

**Learner**

Elphaba Reynolds - 04/02/1999 - 1001702

**Diagnosis / Difficulties**

Select all that are relevant

Please tick all the diagnoses/ difficulties which apply (additional information may be included in the comment box below).

☐ Tourettes Syndrome.
☐ Down's Syndrome
☐ Behavioral Difficulties
☐ Diabetes
☐ Anxiety Disorder or Difficulties
☐ Auditory Processing Difficulties
☐ Dyslexic Traits
☐ Other (please specify below)
☐ Asperger's Syndrome
☐ Autism Spectrum Disorder (ASD)
☐ Speech and Language Difficulties
☐ Selective Mutism.
☐ Neurofibromatosis (NF).
☐ Attention Deficit Hyperactivity Disorder (ADD/ADHD).
☐ Stammer/Stutter.

☐ Hearing Impairments.
☐ Visual Impairments (Included Meares Irlen Syndrome and Nystagmus).
☐ Dyspraxia.
☐ Dyslexia.
☐ Epilepsy.
☐ Deficits in Attention, Motor Control and Perception (DAMP Syndrome).
☐ Cleft Lip and Palate.
☐ Cerebral Palsy and Hemiplegia.
☐ Bells Palsy.
☐ Fragile X Syndrome.
☐ Oppositional Defiant Disorder (ODD).

Use the Application Details box to provide further information. Are there any relevant challenges the learner may face in the exam? How does their diagnoses affect them? What details do you think would be useful for the examiner to know.

**Application Details**

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Remember: The LAMDA team can only use supporting information to verify information that is given in the application. They cannot pull information out of a report and make decisions on the Learners behalf.

# Making an application - 5

Step 5: Tell us what adjustments would level the playing field

Select all that are relevant

**Reasonable Adjustment(s) Requested**

- ☐ Examiner awareness.
- ☐ Extra time.
- ☐ Practical assistance.
- ☐ Assessment material in large format/font.
- ☐ Assesment material in braille.
- ☐ Assessment material on coloured paper.
- ☐ Other (specified below).
- ☐ Third person authorised to be present in the examination room
- ☐ Questions and instructions to be repeated, re-worded and/or broken down into chunks

**Application Requirements**

Use the Application Requirements box to either request adjustments that may not be listed, or to provide specific information to guide how the adjustment needs to be applied. Eg. Extra time is needed in the knowledge section, a learner would like to have a fidget toy in the exam

Create Reasonable Adjustment

Click on 'Create Reasonable Adjustment'

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Remember: The LAMDA team can only use supporting evidence to verify information that is given in the application. They cannot pull information out of a report and make decisions on the Learner's behalf.

# Making an application - 6

Step 6: Adding Supporting Evidence

| Edit this application | Submit this application | Cancel this application |
|---|---|---|

**Supporting Documentation**

Add Supporting Documentation

**Warning:** Your application will not be be accepted if you do not submit any supporting documentation.

Appropriate supporting documentation MUST be submitted with the Application for Reasonable Adjustments.

Please upload and submit one (or more) of the following:

- a medical practitioner's report
- a written statement from a fully qualified and chartered educational psychologist
- a written statement from an individual who holds a special needs teacher qualification or a school SENCO/Specialist Teacher
- a Statement of Special Educational Needs
- an Education, Health, and Care Plan

All written statements must include the Learner's full legal name and confirm the diagnosis of the specific learning difficulty(ies) listed on the submitted Application for Reasonable Adjustment Form. They should also state the assessor's name and their relevant qualifications and/ or job role.

| Filename |  |
|---|---|
| There are no documents | |

Scroll down to the Supporting Documentation section and click 'Add Supporting Documentation'

Supporting evidence is required to finalise an application.

If an application refers to Examiner Awareness only, a brief statement from you as the applicant is sufficient. If there are any adjustments requested, the evidence must allow verification of the needs and reasons for the adjustment requests

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Remember: The LAMDA team can only use supporting information to verify information that is given in the application. They cannot pull information out of a report and make decisions on the Learner's behalf.

# Making an application - 7

Step 7: Adding Supporting Evidence

**Please upload any supporting documentation**

**Warning:** Your application may not be accepted if you do not submit any supporting documentation.

Appropriate supporting documentation MUST be submitted with the Application for Reasonable Adjustments.

Please upload and submit one (or more) of the following:

- a medical practitioner's report
- a written statement from a fully qualified and chartered educational psychologist
- a written statement from an individual who holds a special needs teacher qualification or a school SENCO/Specialist Teacher
- a Statement of Special Educational Needs
- an Education, Health, and Care Plan

All written statements must include the Learners' full legal name and confirm the diagnosis of the specific learning difficulty(ies) listed on the submitted Application for Reasonable Adjustment Form. They should also state the assessor's name and their relevant qualifications and/ or job role.

Please Select a file. When it has completed uploading, click the submit button.

Choose File | No file chosen

Submit

Click 'Choose File' to Upload your document

Once your 'Upload is Complete' click 'Submit'

WARNING! Your application has not yet been submitted, please move onto Step 8 and 9

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# Making an application - 8

Step 8: Review Application

**Remember:**

Any adjustments applied are designed to level the playing field for Learners with particular needs.
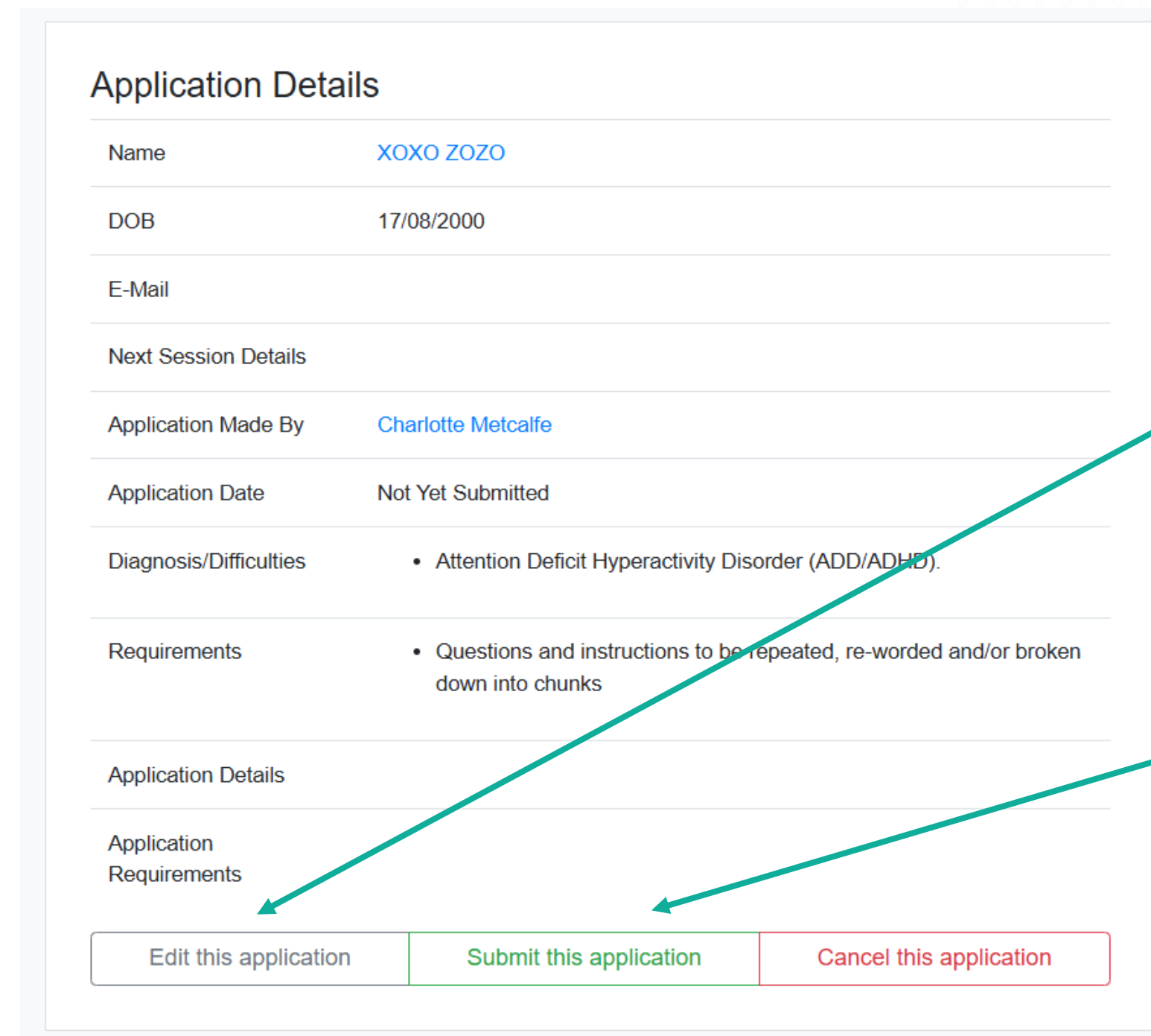
An RA can never change the Assessment Criteria (AC).

To achieve a qualification, Learners must meet all ACs.

Consider prior to submission –

• Is what is being asked for achieving the above?

• Is the Learner being advantaged/disadvantaged by the request?

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# Making an application - 9

Step 9: Submit your application

## Application Details

| | |
|---|---|
| Name | XOXO ZOZO |
| DOB | 17/08/2000 |
| E-Mail | |
| Next Session Details | |
| Application Made By | Charlotte Metcalfe |
| Application Date | Not Yet Submitted |
| Diagnosis/Difficulties | • Attention Deficit Hyperactivity Disorder (ADD/ADHD). |
| Requirements | • Questions and instructions to be repeated, re-worded and/or broken down into chunks |
| Application Details | |
| Application Requirements | |

Edit this application    Submit this application    Cancel this application

If you notice any errors in your application, you can make any edits by clicking 'Edit this application'

If you are happy with your application, click 'Submit' and your application will be sent to our team to review

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# What next?

All Reasonable Adjustment Applications are looked at by our Qualifications Team who are trained to review applications and ensure that adjustments are applied in a manner that provides the Learner with an equitable and fair opportunity to demonstrate their skills and knowledge.

Applications will be processed at least 2 weeks prior to the event date and should the team have any questions, they will contact you by email.

Upon completion of the process, the applicant will receive a letter detailing the adjustments to be applied.

**Applicant actions:**
✓ **Review the letter and if there are any omissions, issues, please contact us at exams@lamda.ac.uk including the Event or Session ID, Exam Date and 'RA application query' in the Subject Header**
✓ **Store the RA Letter for future reference**

Once an adjustment has been authorised, this RA will be live for 10 years.

If Learner conditions change and this affects the Reasonable adjustments that are required, please submit a new application and note in the 'Application Details' box that this is an update of an existing application for this Learner.