

## Policy for Candidates Requiring Reasonable Adjustments

Vin Sans Fin Education Ltd. (trading as 'VSF Wine Education', '尝乐', '尝乐品酒教育', '嚐樂' and '嚐樂品酒教育', referred to as 'VSF', 'we', 'us' or 'our' hereinafter) is committed to providing a learning and examination environment in which candidates suffering from a disability or difficulty which may substantially disadvantage them in an assessment situation will be supported.

VSF Wine Education seeks to conduct the assessment of all candidates in a way that puts them at no disadvantage, or advantage, over other candidates. However, whilst Reasonable Adjustments must not affect the integrity of what needs to be assessed, but may involve:

- Changing standard assessment arrangements, for example allowing candidates extra time to complete the assessment activity
- Adapting assessment materials, such as providing materials in large text format
- Providing access facilitators during assessment, such as a sign language interpreter or reader
- Re-organising the assessment room, such as removal of visual stimuli for an autistic candidate.

Reasonable Adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the candidate access to the qualification. The use of Reasonable Adjustment will not be taken into consideration during the assessment of a candidate's work. Out of fairness to all candidates, evidence of the individual circumstances giving rise to the request must be produced.

VSF Wine Education will:

- identify any special assessment needs at the time of candidate registration.
- inform WSET® Awards at the earliest opportunity so that appropriate arrangements can be made.
- agree the specific arrangements for the examination, or for marking with WSET® Awards, which will vary according to individual circumstances.

As WSET® Awards reserves the right to seek the advice of independent agencies as appropriate in coming to a decision on specific arrangements, all Reasonable Adjustments proposed must be agreed by the WSET® Awards before they are offered to our students.

All Requests for Reasonable Adjustments must be made by the candidate at least 6 weeks before the date of the examination, so that VSF Wine Education will forward them to WSET® Awards within 5 working days of receipt and WSET® Awards will respond after 4 working weeks after giving the request due consideration.

Candidates and their advisors should also be aware:

- that it is not appropriate to make requests for special arrangements where the candidate's particular difficulty directly affects performance in the actual attributes that are the focus of the assessment.
- Reasonable Adjustments will not give unfair advantage over candidates for whom Reasonable Adjustments are not being made, or alter the assessment demands of the qualification as detailed in the qualification specification.

All such requests should be made to our Examinations Officer at the following at least 6 weeks before the date of the examination concerned.

## **Contact Us**

**Examinations Officer**

**VSF Wine Education**

*a trading name of Vin Sans Fin Education Ltd.  
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