

## Vine Lab Policy for Candidates Requiring Reasonable Adjustments



A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.

Vine Lab Wine seeks to be fair to all candidates in a way that puts them at no disadvantage, or advantage, over other candidates. However, while 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
- 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.

Vine Lab will :

- inform WSET at the earliest opportunity so that appropriate arrangements can be made.
- agree the specific arrangements for the examination, or for marking with WSET which will vary according to individual circumstances.

WSET reserves the right to seek the advice of independent agencies as appropriate in coming to a decision on specific arrangements and must agree before any reasonable adjustments are offered and approved.

Vine Lab will submit any Requests for Reasonable Adjustments at least 5 weeks before the date of the examination. We will forward any Requests for Reasonable Adjustments to WSET within 5 working days of receipt.

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.

- Contact information for reasonable adjustments: Nikki Erpelding,  
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