

ROYAL ACADEMY OF DANCE

Reasonable Adjustments policy and procedure

Overview

A Reasonable Adjustment is a **pre-assessment adjustment** made to enable a disabled or disadvantaged candidate to demonstrate their knowledge, skills, and understanding to the levels of attainment required by the specification for that qualification. They are intended to support candidates with certain conditions (normally a special educational need, disability or medical condition) **known about at the time of entry**.

Reasonable Adjustments involve **changes to assessment or administrative procedures only**. The assessment criteria and mark will not be adjusted.

Where a Reasonable Adjustment is not necessary, but the candidate does have a condition that they would like the examiner to be aware of, we will inform the examiner. This is known as **Examiner Awareness**. Further information and guidance on this can be found in the [Reasonable Adjustments vs Examiner Awareness](#) guidance document.

1. Applying Reasonable Adjustments

- 1.1 Reasonable Adjustments are applied on a case-by-case basis. The nature of the adjustment applied will be based on the candidate's condition or circumstances and the application made to the RAD. Dance, by its very nature, is a precise physical art concerned with shape, line, co-ordination, musical, and performance qualities, and candidates are required to demonstrate these in assessments. It is within these parameters that the RAD welcomes candidates who request Reasonable Adjustments.
- 1.2 The RAD invites applications from candidates requesting Reasonable Adjustments on the grounds of Special Educational Needs (SEND), or of any other physical, mental, or medical condition whether classed or considered as SEND or not.
- 1.3 Examples of Reasonable Adjustments include, but are not limited to:
 - Candidate to be given extra breaks/time to process information.
 - Candidate to have an unassessed dance buddy.
 - Candidates to be given instructions slowly/repeatedly from the examiner.

- Candidate is allowed to present an element of the assessment in a different format (e.g. sitting on a chair).
- Examiner is asked to ensure the candidate is always facing them when they speak (e.g. to enable lip reading).

2. Equality, Diversity, and Inclusion (EDI) based Reasonable Adjustments

2.1 The RAD understands that many of its candidates are subject to religious or cultural traditions that may impact their ability to take assessments.

Examples of this include, but are not limited to:

- candidates being unable to take an assessment on a certain day (e.g. Eid).
- candidates requiring an examiner of a specific gender.
- candidates needing to adapt the clothes they present the assessment in.

The RAD will always look to accommodate such situations, and tour organisers will always try to avoid common religious holidays in the country of assessment.

2.2 It is the RAD's policy to ensure that equal opportunities are accorded candidates of all genders, in the context of the heritage of ballet. Candidates may enter for their preferred syllabus according to the gender with which they choose to identify in relation to dance, and do not need to apply for a Reasonable Adjustment. The candidate will be assessed according to the syllabus criteria for the gender with which they identify.

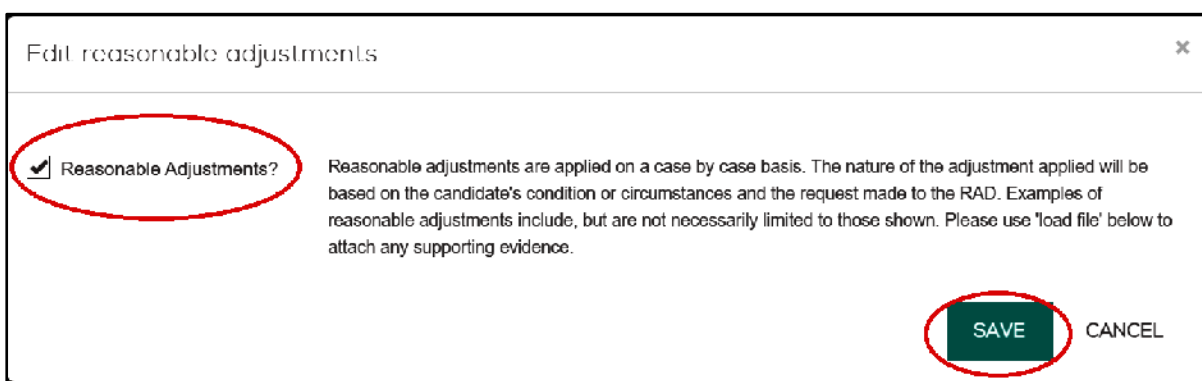
3. Application procedure

- 3.1. All Reasonable Adjustment applications should be completed on the [RAD Reasonable Adjustment Application form](#), and all Examiner Awareness requests should be completed on the RAD Examiner Awareness request form. No application or request can be processed until the correct form and any requested medical evidence is supplied.
- 3.2. Reasonable Adjustment application or Examiner Awareness request forms should **only be completed in English** (please contact your local office should you need support).
- 3.3. Applications for Reasonable Adjustments or requests for Examiner Awareness should be submitted via the RAD Online Exam Entry by activating the RA check box when you add your candidate.

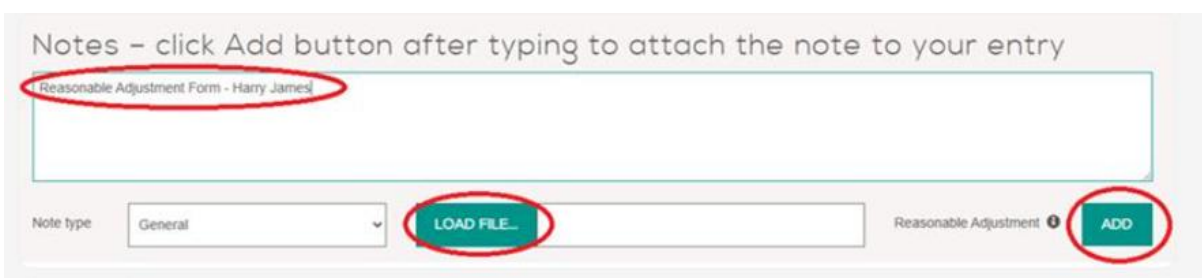
The screenshot shows a form interface with the following elements:

- A dropdown menu labeled "Select exam" with "G4: Grade 4 Exam" selected.
- A dropdown menu labeled "Select student" with "30027974 - Harry James" selected.
- A checkbox labeled "Reasonable Adjustments?" which is checked and circled in red.
- Below the checkbox, there is a small text box containing the following text: "Reasonable adjustments are applied on a case by case basis. The nature of the adjustment applied will be based on the candidate's condition or circumstances and the request made to the RAD. Examples of reasonable adjustments include, but are not necessarily limited to those shown. Please use 'load file' below to attach any supporting evidence."

Alternatively, if your candidate has been added to the Exam Entry already, you can click the pencil icon to the far right of the relevant candidate and activate the RA check box when a new window opens. Please press 'Save' to close the window.



- 3.4. Your completed RAD Reasonable Adjustment application or Examiner Awareness request form should then be uploaded to the notes section of your entry, using the 'Load File' and the 'Add' button. **Please then press 'Save' in the Exam Entry again.**



- 3.5. **Medical or other sensitive documents should not be sent unless specifically requested by the RAD after reviewing the Reasonable Adjustment Application or Examiner Awareness Request.**

- 3.6. It is the responsibility of the teacher to make an application for a Reasonable Adjustment or a request for Examiner Awareness for their candidate. However, they should ensure they have the permission from the candidate or their parent/guardian (if under 18) before making the application or request.

- 3.7. Due to Reasonable Adjustment applications or Examiner Awareness request involving sensitive and confidential data, the RAD require any candidate under the age of 18 to have a parent/guardian sign any submission.

4. Application or request timelines and requirements

4.1 Live in-person assessments

Any Reasonable Adjustment application or Examiner Awareness request must be completed **by the closing date of the relevant assessment period ideally, but no later than 5 working days before the date of the assessment.**


Filmed assessments

Any Reasonable Adjustment application or Examiner Awareness request must be completed **no later than 5 working days prior to the filming of the assessment.**

- 4.2 The RAD will always try to accommodate any Reasonable Adjustment applications or Examiner Awareness requests, and will usually accept applications or requests submitted after the closing date. However, these should be submitted directly to the email address on the form, and not added to the RAD Online Exam Entry.
- 4.3 Applicants should clearly state on the form **the exact nature** of the adjustment required for Reasonable Adjustments. Failure to do this may lead to delays or inability to provide the requested adjustments.
- 4.4 Should a Reasonable Adjustment application or Examiner Awareness request be received **less than 5 working days prior** to the assessment, it may not be possible to accommodate the required adjustments or requests, and the assessment may need to be deferred, or should the candidate choose, taken without adjustment or request being made.
- 4.5 Application or request forms and medical documentation **must not be given directly to the examiner.** RAD examiners will refuse to accept any such documentation in accordance with RAD guidelines and data protection law.
- 4.6 Should amendments or further clarification of the submission be required and no response received within 10 working days, the application or request may be rejected.
- 4.7 The RAD's decision as to whether an adjustment is 'reasonable' is final.

5. Other information

- 5.1. Teachers should carefully consider which of RAD's wide range of assessments are best suited to their candidate before making a Reasonable Adjustment application or Examiner Awareness request.
- 5.2. In some cases the same circumstance may be legitimate grounds for a candidate to apply for both a Reasonable Adjustment or Examiner Awareness and for Special Consideration (see Special Consideration Policy). In this event, two separate applications should be made.

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| Policy Author: | Mariko Keith (Examinations Customer Service Manager) |
| Approved by |  Mary Keene Director of Exams |
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