

## CQHE Awarding Body ADDITIONAL NEEDS POLICY

1. This document sets out the policy of the CQHE Examination Boards for candidates who have additional needs/requirements.
2. The CQHE Examination Boards are committed to ensuring that all candidates wishing to undertake qualifications will be provided, wherever possible, with the means to do so.
3. In order to facilitate access to the qualification, reasonable adjustments will be made to assist candidates. Candidates with additional requirements are encouraged to contact the CQHE Qualifications department and discuss the additional requirements which they require in order to take the examinations. **Please contact the Qualification department before booking an examinations, email [info@CQHE.co.uk](mailto:info@CQHE.co.uk)** and provide them with your name, date of birth, the qualification you will be undertaking and what additional requirements you feel are required. The Qualifications team will ask for specific evidence to support your request.
4. The help provided is likely to take the form of special adjustments, which may include:
  - ☐ the provision of special equipment
  - ☐ the provision of a reader
  - ☐ extra time allowance
  - ☐ ensuring accessibility to examination venues
5. Each case requiring special adjustments to be made to CQHE Awarding Body prior to any examinations being taken. No adjustments will be applied once examinations have been taken.
6. Candidates will be required to provide recent official evidence in the form of a detailed report by an expert reporting particularly on their ability to sit the examination(s) and any difficulties they may encounter and giving recommended adjustments. Where possible the report should be within two years of the qualification date in order for the Awarding Body to offer the correct support. We have been advised the support can change over a period of time, so reports produced outside of the two years' time period may not state the correct additional support and we aim to assist where possible
7. This policy statement applies to all qualifications offered by the CQHE Awarding Body.
8. The CQHE Awarding Body will notify the candidate directly of the outcome once the submission is received and considered.