MIXOLOGY SCHOOL

Reasonable Adjustments Policy

Both WSET and Mixology School Ltd want to make WSET assessments accessible for all students, so none are at an advantage or disadvantage based on a disability or differing ability. This policy and the reasonable adjustment process allows Mixology School Ltd to work with each student before an assessment, gather the information needed to submit a request to WSET, and work with WSET to make arrangements that give students equitable access to WSET qualifications.

A reasonable adjustment is any accommodation or arrangement that helps to reduce the effect of a known disability or difficulty that substantially disadvantages a student's assessment. The use of a reasonable adjustment does not impact WSET's marking or the result of the candidate's exam. The goal of reasonable adjustments is to equalise access for candidates – they must not give unfair advantage to candidates receiving the adjustment or affect the reliability and validity of the assessment outcomes as detailed in the applicable Specification. WSET cannot agree to reasonable adjustments where the candidate's particular difficulty directly affects performance necessary to complete the assessment outcomes (e.g., if a student cannot taste for a Level 3 Exam where tasting is necessary).

Examples of reasonable adjustments include:

- 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
- Reorganising the assessment room, such as removal of visual stimuli for an autistic candidate

Mixology School Ltd will gather the information needed from students to submit a Reasonable Adjustment Application form to WSET. WSET must approve and arrange reasonable adjustments before the assessment activity takes place. Before completing enrolment, Mixology School Ltd will give all students access to this policy and the chance to identify any special needs that could require a reasonable adjustment. If a student identifies a special need, Mixology School Ltd will give the student the Reasonable Adjustment Application form as soon as possible and work with the student to gather the necessary information.

For any student seeking a reasonable adjustment, please contact [insert APP contact and contact information] with:

- Full name
- Contact information
- Description of the special need, disability, or differing ability that requires an adjustment
- Supporting documentation

Students must submit this information at least, which must be longer than 20 working days before the exam date for Level 1-3 qualifications. The information students submit will be shared with WSET and will be handled under WSET's Privacy and Data Protection Policy.

Mixology School Ltd will keep records of all reasonable adjustment applications.