

November 2020



EXAMINATIONS HANDBOOK

Standard Operating Procedure 05 Equal Opportunities and Special Needs

Amendments and date of issue

Amendments to this Standard Operating Procedure (SOP) can be authorised only by the Chair of the Qualifications Board in consultation with that Board and the Examinations Committee.

This issue is 2020 version 1 and is dated November 2020.

Register of amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020

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Equal opportunities

- 1 The Institute will take account of all current legislation in relation to equality of opportunity.
- 2 It is the policy of the Institute to take disabilities into account when assessing Candidates' performance at examinations.
- 3 The aim of special examination arrangements is to establish equitable circumstances under which all Candidates can demonstrate their ability and attainment, but not to put any of the Candidates at an advantage or disadvantage.

Special arrangements

- 4 Special arrangements may be put into place for any Institute examinations. These arrangements can cover a variety of requirements such as extra time, the use of a computer (see below: use of laptop), extended rest breaks etc.
- 5 Candidates must identify their special examination needs to the Examinations Officer no later than **THREE** months before the date of the examination. This will normally be done via the Course Director.
- 6 It is the responsibility of Candidates to ensure that appropriate professional assessments, and/or medical certificates, to support the need for any special arrangements are given to the Examinations Officer.
- 7 It is the responsibility of Candidates to provide any specialist equipment or in the case of profoundly deaf sign language users to notify the Examinations Officer of the names of the interpreters they will be employing. The Institute will make reasonable adaptations to enable Candidates to sit Institute examinations.
- 8 Any additional time for written examinations depends on the recommendations made in the assessment of individual Candidates or medical certificate. The standard allowance for most Candidates will be an additional 15 minutes per hour (25%).

Use of laptop

- 9 The Institute may permit the use of laptops, provided by the Institute, during written examinations for Candidates with special needs, subject to appropriate supporting medical documentation. Such Candidates will also be entitled to 25% extra time.
- 10 The use of a laptop will not be permitted on the grounds of poor handwriting or for Candidates unfamiliar with Roman script.

Candidates whose first language is not English

- 11 Candidates whose first language is not English will be permitted to bring a bilingual or monolingual dictionary of their choice to the examination room. This may be an electronic dictionary if it is not on a mobile phone or otherwise connected to the internet. Such Candidates will be entitled to an additional 15 minutes per hour (25%).
- 12 This allowance does not apply to those candidates who are bilingual in English and one of the following languages of the British Islands: Welsh, Irish and Scots Gaelic.
- 13 Further information is available in SOP65 (Language Examination Policies).