

Reasonable Adjustments

Reasonable adjustments are changes that an organisation can make to support individuals to ensure that they are not disadvantaged. CTSI are able to offer various reasonable adjustments for assessments.

CTSI has always offered the following reasonable adjustments, however please do talk to us to see if there are other options available. Is there anything your employer provides to support you that we can consider implementing e.g., speak to type computer programmes.

- Use of a computer
- Extra time
- Scribe
- Amanuensis (reader and scribe)
- Exam questions printed onto coloured paper
- Larger print
- Use of coloured overlays

Process:

Contact CTSI to talk about possible options available to you.

You will need to provide CTSI of any evidence of your disability and any recommendations of support that have been suggested.

Each time you take an assessment within the exam cycle you will need to complete the reasonable adjustments spreadsheet. This informs CTSI that you are expecting to take assessment in that particular cycle and therefore CTSI needs to put reasonable adjustments in place.

[This form is found on the website and is exam cycle specific.](#) This means the spreadsheet changes in preparation for the May and September cycles.

You will need to complete this form each time you are taking assessments.