

UUNZ Reasonable Adjustments Policy

Policy Title

Reasonable Adjustments Policy

Audience and scope

This policy is relevant to UUNZ staff and students

Document Management

Policy Number	AP10V1	Approval by	UUNZ Management
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Category	UUNZ Management		
Policy owner	UUNZ Institute of Business		

History

Version	Effective date
1 Reasonable Adjustments Policy	21 September 2021
2 WSET wording update	12 March 2026

Purpose

This policy is established in an endeavour to assess all candidates in a way that puts them at no disadvantage, or advantage, over other candidates. A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation. The use of a reasonable adjustment must not give an unfair advantage to the candidate receiving the adjustment or affect the reliability and validity of the assessment outcomes. Reasonable adjustments are approved by UUNZ and put in place before the assessment activity takes place; they constitute an arrangement to give the candidate access to the qualification.

This policy must be distinguished from the UUNZ Assessment Special Consideration Policy.

Policy

Outcomes for Reasonable adjustments may include one or more of the following:

- Adapting assessment materials, such as providing materials in larger text format;
- Providing access facilitators during assessment, such as a sign language interpreters or readers;
- Re-organising the assessment room, such as removal of visual stimuli for an autistic candidate.
- Adjusting the lighting in the room upon individual candidate requests.

Applying for reasonable adjustments:

Reasonable Adjustments for WSET Qualifications

Where a candidate requires a reasonable adjustment for a WSET qualification, the following process applies, in accordance with the WSET Reasonable Adjustments Policy:

1. Identification: During enrolment, staff must provide candidates with this policy and the opportunity to identify any needs that may require a reasonable adjustment.
2. Application Form: If a candidate identifies a need, the Exams Officer must provide them with the WSET Reasonable Adjustment Application form (available on the APP Global Campus) as soon as possible.
3. Submission Deadlines: The completed application form, along with supporting evidence, must be submitted to WSET by the Exams Officer at least:
 - 20 working days before the exam date for WSET Levels 1–3.
 - 40 working days before the exam date for the WSET Level 4 Diploma.
4. Submission Address: Applications must be submitted by the Exams Officer to the WSET Exams team via the [governance@](mailto:governance@wset.org) email address (or the specific address provided by WSET).
5. Approval: UUNZ staff must not offer or implement a reasonable adjustment for a WSET exam without written agreement from the WSET Exams team. WSET will review each application on a case-by-case basis.
6. Responsibility: Once approved by WSET, it is UUNZ's responsibility to execute the adjustment. Any costs relating to the adjustment (e.g., hiring a sign language interpreter) are to be borne by UUNZ and are not covered by WSET.
7. Records: UUNZ will keep records of all reasonable adjustment applications and approvals in accordance with the UUNZ Records Retention Policy.

Applications must be submitted in writing to uunz@uunz.ac.nz attached with all necessary information.

UUNZ will maintain a secure record of all reasonable adjustment applications, supporting evidence, and approvals for audit and quality assurance purposes.

The following points are important to note:

- Applications are only accepted if the student has provided sufficient grounds for the reasonable adjustment and will not be accepted if the student is simply unhappy about the circumstances of exam provision.
- Students and/or their advisors should be aware that it is not appropriate to make requests for reasonable adjustments where the student's particular difficulty directly affects performance in the attributes that are the focus of the individual assessment.
- There must be evidence provided to support the application, this may be requested to the student in the form of; health certificates, medical notes etc.
- Submitting an application of reasonable adjustments does not guarantee an adjustment to an exam or assignment grade and does not guarantee a pass.

UUNZ Institute of Business does not charge a fee for reasonable adjustment applications.

What is our process for making changes to this Reasonable Adjustments Policy?

We may modify or amend this Policy from time to time. To let you know when we make changes to this Policy, we will amend the revision date at the top of this page. The new modified or amended Policy will apply from that revision date. Therefore, we encourage you to periodically review this Policy to be informed about how we are protecting your information.