

## **WSET Reasonable Adjustment Policy – Gray Mackenzie & Partners (GMP)**

WSET and GMP are committed to making WSET assessments accessible to all students, ensuring that no individual is placed at an advantage or disadvantage due to a disability or differing ability. This policy, along with the reasonable adjustment process, enables GMP to work with you (student) before your assessment to gather the necessary information to submit a request to WSET and coordinate appropriate arrangements that provide equitable access to WSET qualifications.

*A reasonable adjustment* is any accommodation or modification that helps reduce the impact of a known disability or difficulty that would otherwise significantly disadvantage a student during assessment. Reasonable adjustments do not affect how WSET grades your exam or the result you receive. However, WSET cannot approve adjustments that alter or bypass essential skills being assessed such as the ability to taste or smell in a Level 3 exam.

The purpose of a reasonable adjustment is to provide equal access to a WSET qualification and not to give an unfair advantage or compromise the integrity and reliability of assessment outcomes as defined in the course Specification.

Examples of Reasonable Adjustments include:

- Allowing additional time to complete an assessment.
- Adapting assessment materials (providing large print versions).
- Providing support such as a reader or sign language interpreter.
- Modifying the assessment environment (reducing visual stimuli for an autistic student).

GMP will work with you to gather the necessary information and complete a Reasonable Adjustment Application form for submission to WSET. All adjustments must be approved by WSET prior to the assessment taking place.

Before completing your enrolment with GMP, you will be given access to this policy and the opportunity to disclose any special needs that might require a reasonable adjustment. If a need is identified, GMP will provide the Reasonable Adjustment Application form as early as possible and support you in collecting the required documentation.

To request a reasonable adjustment, please contact GMP with the following:

- Your full name:
- Contact information:
- A description of the disability, special need, or differing ability requiring an adjustment:
- Supporting documentation:

This information must be submitted at least 30 full days before the exam date for Level 1–3 qualifications. All information provided will be shared with WSET and handled in accordance with WSET’s Privacy and Data Protection Policy.