

Registered Offices

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Application to Request A Reasonable Adjustment to your Assessment

(Please do not return this form unless you have an injury or disability you wish to be taken into consideration. A separate form should be completed for every exam where you wish reasonable adjustments to be made.)

Both The British Horse Society and Equestrian Qualifications Limited are determined that you should have ample opportunity to demonstrate that your skills match the criteria set out for your exam. We do not wish you to be placed at any disadvantage in relation to other candidates if it is reasonably possible for us to make adjustments to the way the assessment is carried out. But we need your help if you want us to help you.

The first thing you need to do is to tell us that you have an injury, disability or impairment when you believe the condition may require some reasonable adjustment to your assessment. And you need to tell us in good time. If you leave it too late to tell us we may simply have insufficient time to make the necessary adjustments. So you must write to the Exams Office, with the documentation set out below, about any impairment at least four weeks before the date of the exam. If you are unable to submit the documents in time, please contact the Exams office immediately. We will still try to help you but it may be more difficult.

You should bear in mind that the qualification of a candidate who is given special consideration must meet the same standards and fulfil the same assessment criteria as that of any other candidate. Because British Horse Society examinations may lead to employment, the qualification must give a realistic guide to the employer of what the holder is able to do. To fulfil the requirements of the exam, you must be able to perform all of the required tasks "safely and effectively" showing an adequate level of competence at a commercially acceptable speed. So you should read the examination syllabus carefully and check that you are able to complete all the tasks required.

If you have any queries about your application or you are concerned that you may not be able to fulfil all of the assessment criteria, please contact the Senior Executive, Examinations (SEE) before submitting your application

On receipt of the enclosed questionnaire and accompanying medical documentation the SEE will consider your request for reasonable adjustments, considering each case on its own merits. The SEE may contact you, the centre, the chief assessor, your trainer, medical practitioner, disability group and/or parent/guardian, in order to make an informed decision. If the SEE should conclude that there is not enough information to make an informed decision and that, as a consequence, the health and safety risk to you, the horses and/or third parties involved in the exam cannot be assured the SEE may decline your application to take the examination, or defer it. It is therefore important that your medical questionnaire and accompanying documentation is sent to the Exams Office in plenty of time, so as not to incur unnecessary postponement/cancellation charges.

When the SEE has considered your application you will be informed in writing of any reasonable adjustment to be made during your examination. If you do not receive an acknowledgement within 10 working days of the examination date please contact the Examinations Office to confirm that your documentation has been received.

Assuming that you decide to proceed with your application and that we are able to make adjustments to the way the assessment will be conducted, this is what you should expect.

On the Exam Day

Prior to Assessment

- You will attend the briefing with the other candidates to cover the generic requirements.
- You will receive an additional briefing from the Chief Assessor to ensure, for example, that you understand the adjustments being made, or that you are able to use any special equipment and that it is compatible with the centre's own equipment. No other candidates will be present but the Chief Assessor may request the presence of one other assessor.
- The Chief Assessor will brief the assessing team, the centre's co-ordinator and commander. If relevant any other third parties (such as a signer) will also be briefed to ensure all requirements are understood and full consideration given to health and safety of everyone involved in the examination.
- The Chief Assessor may consider it necessary, in order to promote health and safety, to inform other parties involved in the exam of the nature of your disability, (for instance if you have a hearing impairment.) The Chief Assessor will ask you for your permission to do this but if you withhold permission and if the Chief Assessor decides that by not informing third parties their health and safety may be compromised, he or she may withdraw you from the examination. If this happens, the examination fee will be forfeited.

Assessment Commences

- You will receive no further additional assistance or special consideration other than that agreed in advance.
- The Chief Assessor will be continually assessing the risk to you and to others throughout the process.
- If you are unable to fulfil the criteria for whatever reason, then you will be marked down as a fail in the same way as any other candidate.
- The Chief Assessor, at his or her discretion, may withdraw any candidate – not just candidates who have an impairment or disability - at any point during the examination if, in his or her opinion the candidate is a risk to him or herself, other people or horses involved in the exam. Candidates who are withdrawn from the examination in such circumstances will forfeit their examination fee.

Please complete the questionnaire on the following pages and sign the declaration at the end of the questionnaire

If the information provided in the questionnaire is to be considered by the team of Assessors, we need ratification in the form of a signed letter from either your Doctor (if you are completing Section A) or a statement from you College or School (if you are completing Section B), or a formal letter from the relevant Disability/Support Group (if you are completing Section A and/or B). Please continue on separate sheet if necessary.

1. CANDIDATE DETAILS

Surname		
First name(s)		
Date of birth		Membership Number:
Address		
Telephone number	Home:	Mobile:
E-mail address		
Examination Centre		
Examination Date		
Stage		
Where have you been training?	Give details (your trainer may be contacted if necessary)	
Telephone number:		

2. PERSONAL INFORMATION

Height:	Weight:
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Please make sure that the above details are accurate as the examination centre may require you to be weighed before allowing you to ride their horses in the interests of the horses' welfare.

SECTION A

Continue on separate sheet if required

Eyesight	Do you have any problems with your eyesight?	Please describe your problems:
	Do you wear glasses or contact lenses?	
Speech	Do you have any problems with your speech?	Please describe your problems
Hearing	Do you have any problems with your hearing?	Please describe your problems:
	Do you wear a hearing aid?	
	Do you require a signer?	
Mobility	Do you need help with walking?	Please describe the help you need:
	Do you use a wheelchair or mobility scooter?	
	Do you use any walking aids?	Please describe the aids you use:
	Do you wear orthopaedic appliances?	Please state what appliances you wear:

	Would weight bearing, or weight carrying be a problem?	Please describe your limitations as well as you can?
Any other relevant information	Do you suffer from any other problems. (including, but not limited to: allergies, asthma, diabetes, epilepsy) which might affect your ability to undertake the assessment?	Please describe your problems:

SECTION B

Continue on separate sheet if required

Do you suffer from any form of specific learning difficulty that might require special assistance? Examples could be ADHD, dyslexia, and dysphasia. Autistic spectrum. Tourettes.	If yes, please describe these difficulties:
Do you have difficulty understanding or completing instructions?	If yes, please explain what these difficulties are:
What assistance would be of help to your performance? Examples could be that a written test could be done verbally, or more short breaks could be included between sections.	If yes, please describe the assistance you would like:
If you are bringing any special equipment please let us know. Examples could be special stirrups/reins.	Please list any equipment you will be bringing:

DECLARATION

I confirm that the above information is correct, and I agree to the conditions set out in this document.

In the absence of any negligence on the part of EQL or the Examination Centre, I accept that no liability will attach to either of them.

Signature of Candidate

Date.....

Signature of parent/guardian

If the candidate is under the age of 18years