



**Choreography To Go
Reasonable Adjustment Policy**

Reasonable Adjustment Policy

Purpose

Choreography To Go is committed to ensuring all learners have fair and equal access to learning and assessment.

Reasonable adjustments are provided to remove barriers for learners with disabilities, learning needs, medical conditions

or temporary injuries — without compromising the integrity or standards of assessment.

Principles

- Learners will not be disadvantaged due to a disability, learning difficulty, medical condition or temporary need.
- Adjustments must be appropriate, evidence-based, and maintain assessment validity.
- Adjustments must not give an unfair advantage or alter the competency being assessed.

Examples of Reasonable Adjustments

- Additional time in assessments
- Rest breaks
- Assistive technology (screen readers, adapted keyboards)
- Large-print or adapted materials
- Reader or scribe support
- Alternative assessment formats where appropriate

Requesting a Reasonable Adjustment

Learners should notify Choreography To Go as early as possible if they require an adjustment.

Requests should include details of the need and any supporting evidence (where appropriate).

Approval Process

Requests will be reviewed by the Course Tutor or Internal Verifier.

Additional information may be requested to determine the most suitable adjustment.

Monitoring and Review

Adjustments will be monitored throughout training to ensure they remain effective and appropriate.

Choreography To Go may modify or withdraw an adjustment if it becomes unsuitable.

Appeals

If a learner disagrees with the outcome of a reasonable adjustment request, they may appeal in writing within

five working days to Rachel Holmes (Rachel@choreographytogo.com).

Signed:

Rachel L Holmes

24 November 2025