

# Education Policies

## Wine School @ Anglotime – Education Policies: WSET Training Programs

### Reasonable Adjustments

All candidates will be offered the opportunity to request a reasonable adjustment upon enrolment. A reasonable adjustment aims to equalize access for candidates – they must not give unfair advantage to candidates receiving the adjustment or affect the reliability and validity of the exam outcomes as detailed in the applicable Specification. An example of a reasonable adjustment during WSET assessments includes:

- Allowing candidates extra time to complete the exam activity;
- Adapting exam materials for example providing materials in large text format;
- Providing access facilitators during the exam, such as a sign language interpreter or reader;
- Re-organising the exam room, such as removal of visual stimuli for an autistic candidate.

The Wine School @ Anglotime will submit the reasonable adjustment request form and supporting documentation e.g. Medical letter, SEN Statement, Education, Health and Care Plan or SpLD Report to The Exam Officer via email at [wineschool@anglotime.com](mailto:wineschool@anglotime.com) no later than **four weeks** before the examination of WSET Awards Levels 1-3 for assessments only.

Any candidate seeking a Reasonable Adjustment must submit a formal written request to the APP at least 20 working days before the exam date for Levels 1-3 qualifications.

All applications and requests will be kept on file. WSET and any information passed to WSET are committed to maintaining the security of your personal information. Please refer to our Data Protection Policy.

Requests for Reasonable Adjustments should be made in writing and sent to the APP via email at [wineschool@anglotime.com](mailto:wineschool@anglotime.com).