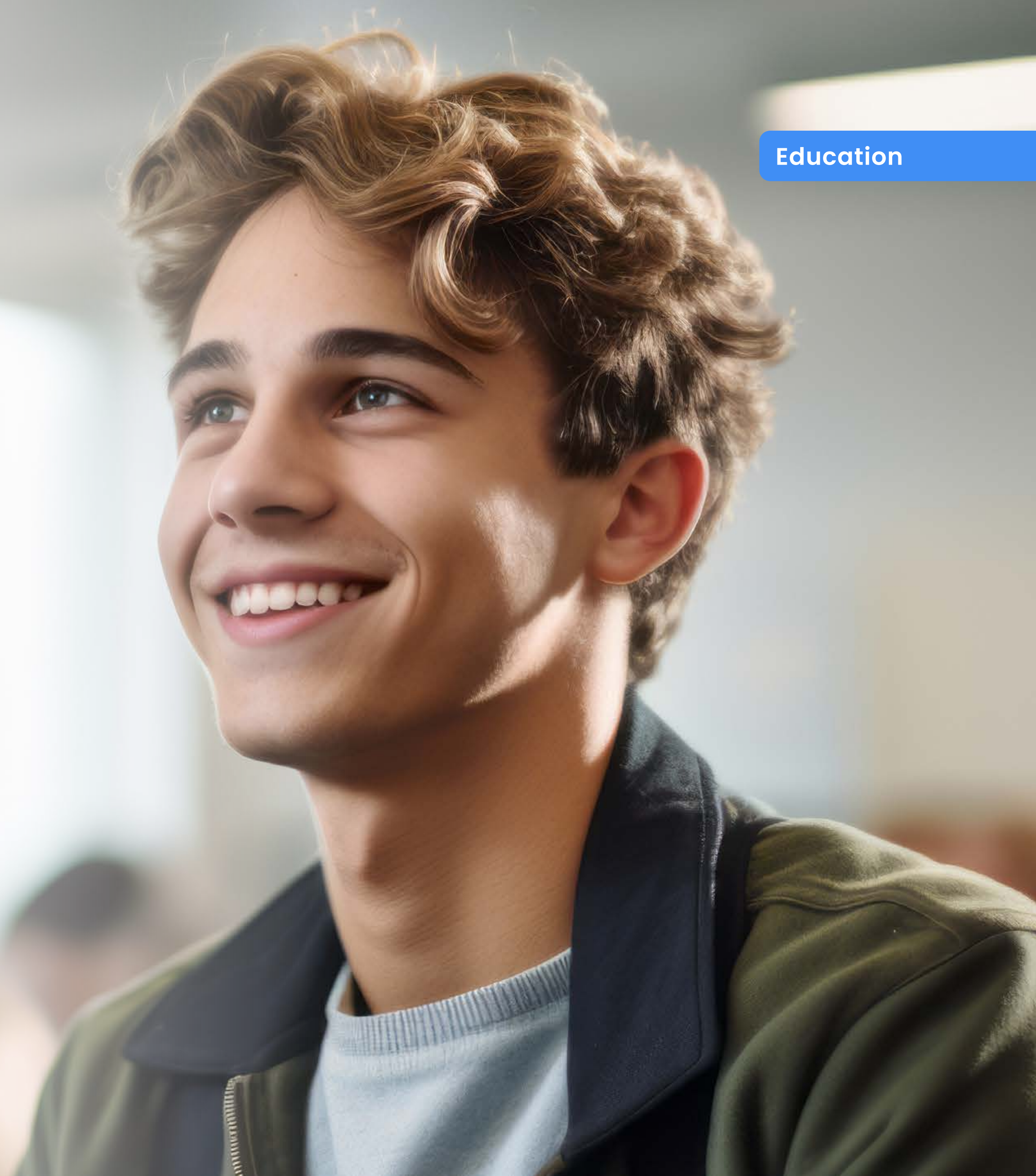


Best practice reasonable adjustments.

Implementing reasonable
adjustments is easier than you think





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Introduction

We've included best practice reasonable adjustments for learners who experience cognitive differences across the nine domains of the brain related to thinking and learning measured in the Cognassist assessment.

We hope the resources we've provided help you drive real change in your organisation and help your learners reach their full potential.

We're on a mission to make sure no learner is left behind.

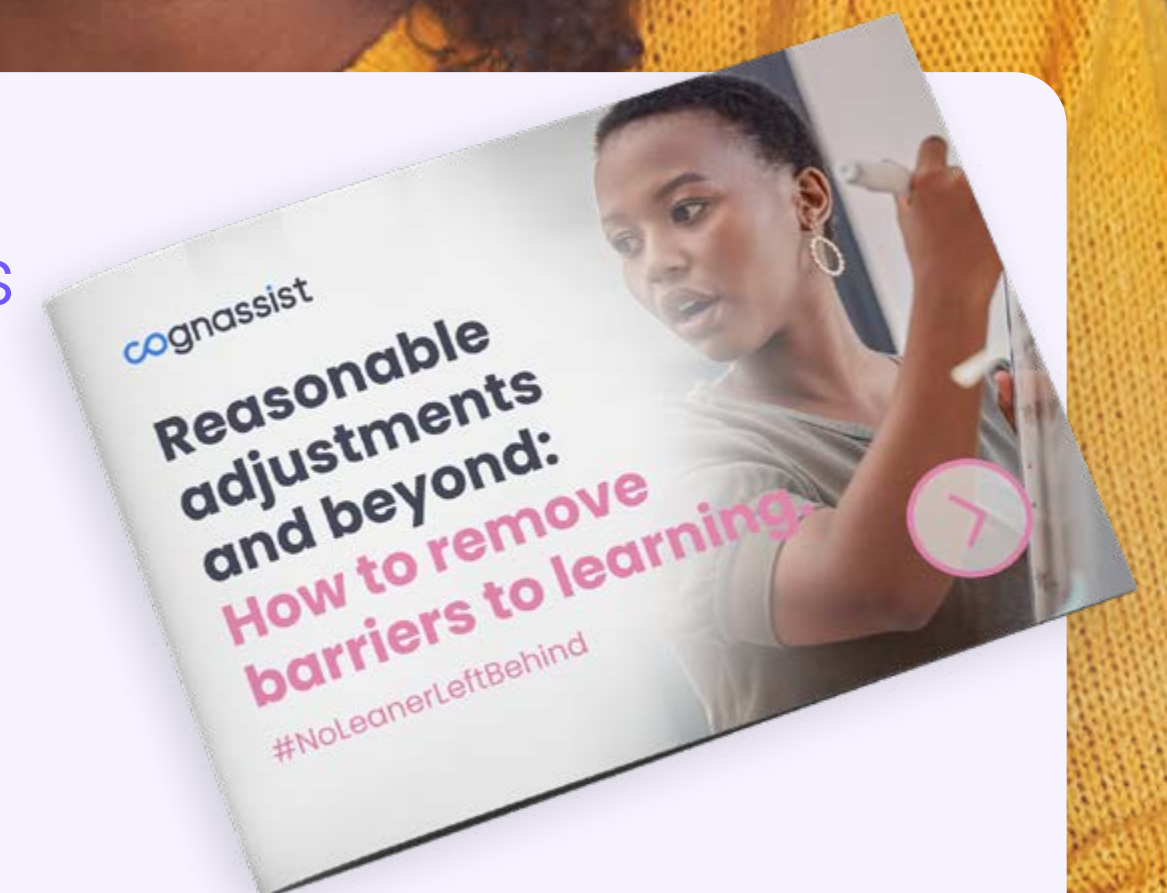
And we want you to join us.

HANDBOOK

Reasonable Adjustments and Beyond

Find out more about your responsibilities and why reasonable adjustments are an essential tool for removing barriers to learning.

[Download free >](#)





Verbal Memory

Reasonable adjustments to help learners overcome potential Verbal Memory barriers throughout their learning journey:

- Provide a weekly learning plan instead of a monthly plan
- Provide **all** learning materials in supportive written format
- Provide extra support session(s) to review and repeat monthly learning to aid information processing

Reasonable adjustments at End-Point Assessment

Assessment type	Adjustments
Observation	Allow the learner to request repetition of verbal information
Practical	Provide written instructions or questions alongside verbal ones
Test	Break multi-part questions down into individual components
Presentation	Allow the learner to take notes during Question and Answers
Discussion	Allow learners to write notes during discussion



Non-Verbal Memory

Reasonable adjustments to help learners overcome potential Non-Verbal Memory barriers throughout their learning journey:

- Provide a follow-up session after workshops to review information and check understanding
- Provide a plan which lists tasks that need to be completed in numerical order
- Provide weekly targets
- Provide extra support session(s) to review and repeat monthly learning to aid information processing

Reasonable adjustments at End-Point Assessment

Assessment type	Adjustments
Observation	Be explicit with your communication and avoid using jargon or convoluted language
Practical	Use visual aids to help explain concepts
Test	Provide clear and concise instruction for each question or task, avoiding complex language and sentence structures
Presentation	Reduce distractions during presentations to help focus attention and reduce sensory overload
Project	Provide numbered instructions so they are easy to follow
Discussion	Minimise distractions in the surrounding environment to avoid sensory overload



Verbal Reasoning

Reasonable adjustments to help learners overcome potential Verbal Reasoning barriers throughout their learning journey:

- Encourage discussion around learning and allow the learner time to reflect, but correct any misunderstanding
- Provide learning materials in a variety of formats
- Provide visual aids and written information for the learner to refer to such as mind maps
- Provide a glossary of terms and encourage the learner to add to it over time
- Allow the learner extra time to process and analyse new information

HANDBOOK

How to understand and implement reasonable adjustments

Discover the five-step process for implementing reasonable adjustments in your organisation.

[Find out more >](#)



Reasonable adjustments at End-Point Assessment

Assessment type	Adjustments
Practical	Rephrase questions or instructions to confirm understanding
Test	Use 1.5 or double line spacing in written instructions or questions
Presentation	Encourage the learner to re-read information to enhance their understanding
Project	Give the learner time to process information before requiring them to respond to written or verbal instructions or questions
Discussion	Use simplified language and avoid complex sentence structures during discussions



Literacy

Reasonable adjustments to help learners overcome potential Literacy barriers throughout their learning journey:

- Provide extra support to help the learner prepare for verbal discussions or to produce written work
- Provide a follow-up session after workshops to review information and check understanding
- Schedule more 1 to 1 sessions than group sessions to limit distractions
- Recap and summarise verbal information – ask the learner to summarise regularly to check their understanding
- Use readable handouts that are 1.5 or double-line spaced and consider background colour preferences
- Provide a glossary of terms and encourage the learner to add to it over time

Reasonable adjustments at End-Point Assessment

Assessment type	Adjustments
Observation	Ask the learner to repeat back any verbal instructions given to them to ensure their understanding of what they need to do
Practical	Rephrase questions or instructions to ensure understanding
Test	Print exam papers on coloured paper or allow the learner to change the background colour of their screen if online
Presentation	Give the learner time to think before requiring them to respond to verbal or written questions or instructions
Project	Provide clear instructions regarding what the learner is required to do
Discussion	Ensure understanding by rephrasing questions or instructions



Numeracy

Reasonable adjustments to help learners overcome potential Numeracy barriers throughout their learning journey:

- Break down numerical or mathematical tasks into smaller, more manageable steps
- Provide the learner with weekly targets
- After workshops, arrange a 1 to 1 session to check the learner's understanding to allow information processing
- Make learning sessions as interactive as possible using real life examples to explain concepts such as fractions
- Provide additional support sessions to aid the processing of information

VIDEO

The Reasonable Adjustment Series

A panel of digital conversations with employers, learning providers, end-point assessment organisations and learners to help unpack the complexity of reasonable adjustments.

Watch now >



Reasonable adjustments at End-Point Assessment

Assessment type	Adjustments
Observation	Limit the amount of numerical information given at one time
Practical	Demonstrate practical tasks like those that use left and right or clockwise and anti-clockwise
Test	Express timings clearly and more than once
Discussion	Allow the learner to think of their answer or response before requiring them to respond to verbal or written instructions or questions



Visual Information Processing Speed

Reasonable adjustments to help learners overcome potential Visual Information Processing Speed barriers throughout their learning journey:

- Provide a weekly plan with numbered instructions and clear targets rather than a monthly plan
- Shorter more frequent learning sessions scheduled on set days or times of the week to establish a routine
- Provide support with prioritising tasks where appropriate
- Send supporting learning documents out in advance of sessions to enable the learner to absorb and prepare, before reviewing these with them
- Break up teaching sessions to allow note taking and recap time before moving on
- Minimise the amount of information being presented in one go, for example, minimise the amount of text on PowerPoint slides and make written resources less busy

Reasonable adjustments at End-Point Assessment

Assessment type	Adjustments
Observation	Permit the learner extra time for reading and writing tasks
Practical/Project/Presentation/Discussion	Allow the learner time to think before requiring them to respond to written or verbal questions or instructions
Test	Allow access to a computer or a scribe for written examinations



Note: For any time restricted end-point assessments, allow extra time or supervised rest breaks.



Visual Perception

Reasonable adjustments to help learners overcome potential Visual Perception barriers throughout their learning journey:

- Provide a weekly plan with numbered instructions and clear targets rather than a monthly plan
- Shorter more frequent learning sessions
- Provide clear and concise handouts
- Consider the layout and format of documents for clarity and ease of reading
- When giving practical demonstrations or demonstrating new equipment or procedures, encourage group or 1 to 1 conversations to help individuals learn the new information or skills being visually or practically presented to them

Reasonable adjustments at End-Point Assessment

Assessment type	Adjustments
Observation	Avoid the use of jargon or flowery language; be explicit
Practical	Always accompany visual information with verbal information
Test	Allow the use of coloured overlays
Project	Use larger font sizes (minimum 12 point) with double line spacing for written information
Presentation	Allow the learner to refer to notes or prompts when delivering a presentation
Discussion	Rephrase questions or instructions to ensure the learner has understood



Executive Function

Reasonable adjustments to help learners overcome potential Executive Function barriers throughout their learning journey:

- Provide a weekly plan with numbered instructions and clear targets that can be ticked off as tasks are completed, rather than a monthly plan
- Shorter more frequent learning sessions to maintain concentration and attention
- Support the learner in using an electronic diary for planning and reminders
- If the learner struggles to retain information from workshops, it may be useful to revisit aspects before the next planned session

Reasonable adjustments at End-Point Assessment

Assessment type	Adjustments
Observation	Provide instructions one at a time and allow a short pause before moving on to the next
Practical	Express timings (e.g. how long the learner has to complete the task) clearly and more than once
Test	Provide access to someone who can sit with the learner to encourage them to focus on the question paper when they appear distracted or are spending too long on one question, usually by tapping on the desk as a cue. This person is usually referred to as a prompter
Project	Check in with the learner frequently to check they understand the project and what is being asked of them
Presentation	Allow the learner to present on their own to a single assessor if preferred
Discussion	Allow the learner to make notes during the discussion



Reading Decoding

Reasonable adjustments to help learners overcome potential Reading Decoding barriers throughout their learning journey:

- Encourage discussion about learning among peers
- Provide learning materials in a variety of formats
- Consider the layout and format of documents for clarity and ease of reading
- Encourage self-directed reading
- Use readable handouts that are 1.5 or double-line spaced and consider background colour preferences
- Allow the use of assistive technology such as text-to-speech software



Note: For any time restricted end-point assessments, allow extra time or supervised rest breaks.

Reasonable adjustments at End-Point Assessment

Assessment type	Adjustments
Observation	Use multiple formats to deliver information, such as verbal, video, diagrams, mind maps and flowcharts
Practical	Remove distractions from the work area and frequently check the learner’s understanding
Test	Provide exam papers in larger or sans serif fonts like Arial Highlight or underline keywords in test questions
Project	Highlight key or relevant points in project documents to show importance
Presentation	Allow the use of other formats in presentations alongside written communication like charts, graphs and visualisations
Discussion	Pace the delivery of verbal information where possible to avoid ambiguity



How Cognassist can help

Cognassist can help:

- Identify your learners' needs through a digital cognitive assessment
- Provide ongoing personalised and remote access support for your learners
- Give automatic recommendations on reasonable adjustments
- Provide specialised training and support for tutors
- Uphold best practices for evidence and draw down of vital Learning Support Funding

Get in touch

Contact our sales team today to find out how Cognassist can help your organisation:

sales@cognassist.com

cognassist.com

Book a demo

Are you ready to take the next step and find out how our cognitive assessment can help you determine the right support for your learners?

[Book a demo >](#)



Why not explore our other resources?

Here you'll find the tools and resources you need to ensure no learner is left behind.

[Access now >](#)