

Guidelines for Establishing Alternative Test Arrangements for Candidates with Additional Educational Needs and Disabilities

Introduction

At Kaplan, we aim to provide an environment which embraces diversity and promotes equality and inclusion in a way which is consistent with our core values, and which inspires everyone to succeed. We recognize that for some people, this means making suitable adaptations to take the Kaplan Test of English. To ensure the arrangements selected are the most appropriate for each candidate with a particular learning need and/or disability, candidates are invited to be actively involved in the decision-making process.

When selecting an alternative testing strategy for individual candidates, factors regarding the nature and onset of disability are considered, as detailed below. To account for the specific requirements for each candidate, the guidelines are interpreted with flexibility.

Please note that any supporting evidence not submitted in English may be subject to additional waiting time as the documents are translated.

Candidates with Dyslexia (or other specific learning difficulties)

Supporting evidence

To arrange adjustments for candidates with learning difficulties, we require supporting evidence written by a medical professional. This documentation should indicate the diagnosis and if the learning difficulties might affect the candidate's academic performance and, where possible, what adjustments are recommended. The candidate must have reached 12 years old on or before the date on the documentation.

Alternative arrangements to be considered

1. Additional time.

- a) **Writing:** An extra time allowance may be granted for the writing section of the test. The amount of extra time permitted is normally 25%, but this can be adjusted according to the candidate's needs and any recommendations within the medical report.
- b) **Speaking:** An extra time allowance may be granted for the preparation parts of the speaking section of the test. The amount of extra time permitted is normally 25% but can be adjusted according to the candidate's needs and any recommendations within the medical report. The speaking section may also be administered using a different mode of delivery such as via a video conferencing application.

Candidates with Other Additional Educational Needs and Disabilities

Supporting evidence

Supporting evidence, written by a medical professional, is required to indicate the candidate's condition and if it may affect the candidate's performance and, where possible, what adjustments are recommended. The candidate must have reached 12 years old on or before the date on the evidence documentation.

Alternative arrangements to be considered

- 1. Alternative mode of invigilation.** Normally, record and review remote invigilation will be utilised. Where it is considered that this would disadvantage a candidate due to their disability, the following alternative modes can be made available:
 - a) Live remote invigilation through a video conferencing application
 - b) Physical location with invigilation in person (where possible)
- 2. Additional time.**
 - a) **Writing:** An extra time allowance may be granted for the writing section of the test. The amount of extra time permitted is normally 25%, but this can be adjusted according to the candidate's needs and any recommendations within the medical report.
 - b) **Speaking:** An extra time allowance may be granted for the preparation parts of the speaking section of the test. The amount of extra time permitted is normally 25%, but this can be adjusted according to the candidate's needs and any recommendations within the medical report. The speaking test may also be administered using a different mode of delivery such as via a video conferencing application.
- 3. Separate test sections:**
 - a) Candidates whose concentration is adversely affected due to ADHD, strong medications, or other conditions may be permitted to take each test section at different times. The test may be split into two or three sections, and all sections are to be completed within 48 hours. This can be adjusted according to the candidate's needs and any recommendations within the medical report.
 - b) Candidates who experience severe pain or discomfort when sitting in one position for lengthy periods or using computer equipment may be permitted to take each test section at different times. The test may be split into two or three sections, and all sections are to be completed within 48 hours. This can be adjusted according to the candidate's needs and any recommendations within the medical report.

Candidates with Temporary Injuries and Illness

Supporting evidence

On the occasion that injury or illness has been sustained after test booking, the candidate can submit a medical letter/discharge report to indicate that their performance will be affected by said illness or injury.

Alternative arrangements to be considered

- 1. Extension:** A 15-day test extension added to the original test expiry date to allow for recovery.
- 2. Additional time where a candidate's physical or cognitive ability has been temporarily impacted.**
 - a) **Writing:** An extra time allowance may be granted for the writing section of the test. The amount of extra time permitted is normally 25%, but this can be adjusted according to the candidate's needs and any recommendations within the medical report.

- b) **Speaking:** An extra time allowance may be granted for the preparation parts of the speaking section of the test. The amount of extra time permitted is normally 25%, but this can be adjusted according to the candidate's needs and any recommendations within the medical report. The speaking test may also be administered using a different mode of delivery such as via a video conferencing application.

3. **Separate test sections:**

- a) Candidates who experience severe pain or discomfort when sitting in one position for lengthy periods or using computer equipment may be permitted to take each test section at different times. The test may be split into two or three sections, and all sections are to be completed within 48 hours. This can be adjusted according to the candidate's needs and any recommendations within the medical report.