

# Permissions Table

In the table below we list the most common Reasonable Adjustments that are asked of TLM.


Many adjustments are dependent on individual circumstances, the qualification itself and the particular knowledge, skills and/or knowledge being assessed.

The table therefore does not include every possible request and if the Centre feels unable to make a judgement about whether such an adjustment is needed and how it would be made, then they should raise the matter and talk it through with TLM.

Centres are required to keep detailed records of their decisions regarding Reasonable Adjustments. These records ensure that the process aligns with TLM’s policies and provides transparency and accountability.

**KEY: Centre - Reasonable Adjustment decision can be made independently by Centre**



**TLM permission - Reasonable Adjustment decision must be made by TLM – Centre needs to request this type of adjustment**

Reasonable Adjustment Type	Assessment Model		
	Internally set and assessed	Externally set/ internally assessed	Externally set and assessed
<b>Modified Assessment Materials<sup>1</sup></b>			
<b>Assessment material in enlarged format</b>	Centre	Centre	TLM permission

<sup>1</sup> These types of adjustments will need a greater period of notice to TLM.

<b>Assessment material in Braille</b>	Centre	TLM permission	TLM permission
<b>Assessment material in BSL</b>	Centre	TLM permission	TLM permission
<b>Assessment material on coloured paper</b>	Centre	Centre	TLM permission
<b>Assessment material in audio format</b>	Centre	TLM permission	TLM permission
<b>Language modified assessment material</b>	Centre	TLM permission	TLM permission
<b>Assessment Conditions</b>			
			
<b>Extra time<sup>2</sup></b>	Centre	TLM permission	TLM permission
<b>Supervised rest breaks</b>	Centre	Centre	Centre
<b>Rooms and Venues</b>			
			
<b>Changes in organisation of the assessment room</b>	Centre	Centre	TLM permission
<b>Separate accommodation within the Centre</b>	Centre	Centre	TLM permission

<sup>2</sup> The amount of extra time allowed will vary according to length of examination.

<b>Taking the assessment at an alternative venue</b>	Centre	Centre	TLM permission
<b>Use of aids, assistive technology, and ICT</b>			
<b>Use of coloured overlays and tinted spectacles</b>	Centre	Centre	TLM permission
<b>Use of assistive technology low vision aids, CCTV and OCR scanners</b>	Centre	TLM permission	TLM permission
<b>Responses using electronic recording devices</b>	Centre	TLM permission	TLM permission
<b>Use of ICT to present responses</b>	Centre	TLM permission	TLM permission
<b>Use of bilingual dictionaries and bilingual translation<sup>3</sup></b>	Centre	TLM permission	TLM permission
<b>Use of Facilitator</b>			
<b>Reader</b>	Centre	TLM permission	TLM permission
<b>Scribe</b>	Centre	TLM permission	TLM permission
<b>Sign Language Interpreter (BSL and SSE)</b>	Centre	TLM permission	TLM permission

<sup>3</sup> This should be carefully considered to ensure that the validity of assessment outcomes is not compromised.

<b>Prompter</b>	Centre	TLM permission	TLM permission
<b>Practical Assistant</b>	Centre	TLM permission	TLM permission
<b>Transcriber</b>	Centre	TLM permission	TLM permission