



SUPPORTING INDIVIDUALS WITH REASONABLE ADJUSTMENTS

June 2023

Understanding reasonable adjustments

We want to ensure that our people who have a disability are treated fairly and have access to the same opportunities as non-disabled colleagues.

The Chartered Institution of Civil Engineering Surveyors (CICES) is an inclusive organisation with a commitment to equity, diversity and inclusion for its current and potential members and staff.

If you are disabled under the [Equality Act 2010](#), we have - as a fully compliant institution - a responsibility to make reasonable adjustments to remove any barriers that could prevent you from fulfilling your potential as a current, or future member.

The current [CICES Equity, Diversity and Inclusion \(EDI\) policy](#) requires that members:

'Be conscious of visible and non-visible physical, mental and neurological conditions that might require adjustments.'

And

'Ask attendees before meetings if they have any access requirements.'

CICES offer training on EDI for members through the online [Knowledge Hub](#), found under the 'Culture & Diversity' tab.

This document intends to extend this provision to applicants to the institution, while detailing some of the reasonable adjustments that could be put in place to support new applicants and members.

However, we can only make reasonable adjustments if we are aware (or made aware) of a disability.

Where candidates have made CICES aware of a disability that could have the potential to create a bias or have a negative impact on their membership application - and in particular the review examination - then reasonable adjustments will be made.

Considering Disabilities

There are both 'hidden' and 'physical' disabilities that could affect candidates' application to membership and which may be exacerbated in stressful or unfamiliar situations.

The list below gives examples of some of these disabilities, where CICES would seek to provide reasonable adjustment.

Hidden disabilities:

- Neurodiversity
- Aphasia
- Autism
- Dyslexia
- ADHD

Physical disabilities:

- Mobility and physical impairments
- Spinal cord disability
- Vision disability
- Hearing disability
- Speech disability

Potential reasonable adjustments for applicants:

Review interviews will be scheduled outside of the normal review timetables to allow sufficient time for adjustments to be made.

Required reasonable adjustment throughout the application process could include - but is not limited to:

The written application:

- Consideration given in written assessments for spelling, grammar and word choice
- Providing application forms in an alternative format (in audio, braille, large print)
- Any other adjustment requested by the applicant will be reasonably considered

The venue for any face-to-face review:

- Consideration of the access requirements of a venue
 - Parking
 - Un-assisted access
 - Additional access time or procedures

- Time of day the review takes place
- Consideration to the light and sound conditions in the review
- Any other adjustment requested by the applicant will be reasonably considered

The review interview:

- Additional time for the review – potential for no fixed time limit to be imposed
- Quiet, distraction free interview environment
- Additional time provided for the candidate to evaluate the question and formulate a response
- Allowance for a carer or support individual to be present during the review
- Availability of a sign language interpreter
- Providing interview questions in advance (where appropriate)
- Additional time to allow candidates to read text and absorb the content
- Consideration made should the candidate not use the correct words or terminology
- Direct response to closed questions – reviewers to consider using open questioning
- Use of different visual display support equipment
- Use of text questions via chat or other means
- Minimise the impact of feedback and interference from electronic devices
- Ensure that clear and concise speech and language is used
- Phased breaks in the review to support the candidate, examples including:
 - After initial introduction and narrative review and discussion
 - After CV and CPD review – if required
- Any other adjustment requested by the applicant will be reasonably considered

Additional information on reasonable adjustments can be found via the following links:

- [SCOPE](#)
- [RNIB](#)
- [RNID](#)

Although this document refers to several different disabilities, it does not cover them all.

To support all members and applicants to the institution, we commit to guarantee each individual request is reviewed fairly, to ensure that the most appropriate level of reasonable

adjustments can be determined and implemented, so all members and applicants receive the appropriate support.

Guidance for examiners

Below are some examples of the types of adjustments you may be asked to make or consider for a candidate's review.

Hidden disabilities

Some of the traits of these types of disabilities that may present in candidates:

- Difficulty in finding the exact or appropriate words, which means they may talk around the topic to provide a comprehensive answer.
- Providing brief or short responses that may not appear to cover the question asked. This is particularly common when there are closed questions that have implied requirements - but if these haven't been expressly requested in the question they may not be provided in the resulting answer.
- Difficulty understanding language used and potential to take statements literally and/or out of context. Rewording of questions may help with this, as might limiting the use of humour and/or sarcasm, as these nuances may be missed by some candidates, creating an uncomfortable environment.
- Delay in responses to questions or looking vacant/confused. This is normal behaviour for some people with hidden disabilities and is often their way of processing the question asked and the required response. Allow time for the response and if the candidate doesn't understand they will ask for further clarification.
- Possible misreading/lack of recognition of body language, resulting in gestures or expressions being missed or misunderstood, so it is important to give clear verbal instructions, acceptance, or praise.

Physical disabilities

Some factors to consider when engaging with candidates that have physical disabilities that may require reasonable adjustments:

- Accessibility of venues.

- Inability of some individuals to sit still in the same position for prolonged periods of time without regular breaks.
- The impact of sharing screens and/or use of small text documents or those not zoomed in. Consider sending the candidate any visual information in advance.
- Allowing time for candidates to read material and to evaluate verbal material. If an answer is unclear, ask the candidate to repeat but consider how many times you ask.
- If an interpreter is being utilised, direct the questions to the candidate and try to ignore the interpreter when addressing.