

REASONABLE ADJUSTMENTS FOR CANDIDATES

Introduction

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

The CICES is fully compliant with the [Equality Act 2010](#) which requires reasonable adjustments to be made for individuals who have the protected characteristic of disability.

The current CICES Equity, Diversity and Inclusion (EDI) policy can be found [here](#) and 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.’

This document extends this provision to applicants to the institution and details some of the reasonable adjustments that could be put in place to support the candidates.

Where candidates have made the CICES aware that they have disabilities 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 put in place.

Where needed to enable the adjustments to be supported reviews will be scheduled outside of the normal review timetables, as this will both aid and support the candidate and CICES.

CICES offer training on EDI for members through the online Knowledge Hub which can be found [here](#) under the Culture & Diversity Tab.

Hidden Disabilities

The following is a list of some hidden disabilities and potential adjustments that could be utilised:

Neurodiversity
Aphasia
Autism
Dyslexia
ADHD

These disabilities effect the candidates in several ways and may be exacerbated in stressful or unfamiliar situations. As a result, the following adjustments could be made available:

Additional time for the review – no fixed time limit to be imposed

Quiet, distraction free interview environment

Phased breaks in the review to support the candidate

- Possible opportunities for breaks
 - After initial introduction and Narrative review and discussion
 - After CV and CPD review – if required
 - As requested by the candidate
- Consideration given for spelling, grammar and word choice
- Time for the candidate to evaluate the question and formulate a response

- Understanding that the candidate may not use the correct words or terminology
- Direct response to closed questions – reviewers to consider using open questioning like:
 - Describe in detail what you would do in the following situation
 - Explain how you would address the following and what impacts this may have on other obligations

Physical Disabilities

The following is a list of some physical disabilities and potential adjustments that could be utilised:

Mobility and Physical Impairments
 Spinal Cord Disability
 Vision Disability
 Hearing Disability
 Speech Disability

These disabilities effect the candidates in several ways and may be exacerbated in stressful or unfamiliar situations. As a result, the following adjustments could be made available:

Application form in an alternative format
 Face to face interview in an accessible interview room
 Consideration given for the candidates to complete their response
 Allowance for a carer or support individual to be present during the review
 Consideration to the access requirements of a venue

- Parking
- Un-assisted access
- Additional access time or procedures
- Time of day the review takes place

 Additional time for the review – no fixed time limit to be imposed
 Phased breaks in the review to support the candidate.
 Use of different Visual display support equipment

- Adjusted fonts and text sizes

 Additional time to allow candidates to read text and absorb the content
 Consideration to the light and sound conditions in the review
 Use of text questions via chat or other means
 Availability of a Sign Language Interpreter
 Minimise the impact of feedback and interference from electronic devices
 Ensure that clear and concise speech and language is used

Additional information on some adjustments can be found at the following links:

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

Conclusion

Although this document covers may different disabilities it does not cover them all. Therefore to support all members and applicates to the institution it is fundamentally important that every individual request is reviewed properly so that the most appropriate level of reasonable adjustments can be determined and put in place to support all.

Advice and Guidance for Examiners

Invisible Disabilities

The following is a brief overview (not comprehensive) of some of the effects these disabilities can have on the candidates.

Difficulty in finding the right or appropriate words, which means he may not be able to deliver the exact word needed to answer a question and may talk around the topic to provide a comprehensive answer.

Provides short and concise responses to questions that may not appear to cover the question asked. This is common when there are closed questions which have implied content, but as this hasn't been expressly requested in the question it is unlikely to be provided in the answer.

Understanding of language used and may take statements literally and out of context. Rewording of questions may help with this. In addition, limit the use of humour and sarcasm as these can be missed by the candidate and create an uncomfortable environment.

Delay in responding to questions and look vacant or confused. This is normal behaviour for people with the candidates' disabilities and is often their way of processing and computing the question asked and the response that is required. Allow time for the response and if the candidate doesn't understand they will ask for further clarification.

May not read or understand the body language presented by others (i.e., the reviewers), this may result in gestures or expressions being missed or misunderstood, so it is important to give clear verbal instructions, acceptance, or praise.

Physical Disabilities

The following are a brief overview (not comprehensive) of some of the effects these disabilities can have on the candidates.

Mobility and Physical Impairments includes people with varying types of physical disabilities, including:

- Upper limb(s) disability

- Lower limb(s) disability

- Manual dexterity

- Disability in co-ordination with different organs of the body

Not everyone is able to access different venues, so this is to be considered prior to the review. Some individuals are unable to sit still in the same position for prolonged periods of time so consider the use of breaks.

Consider the impact of sharing screens and the use of small text documents or those not zoomed in, some candidates may not be able to see anything of use. Consider sending the candidate any visual information in advance.

Allow time for candidates to read material and to evaluate verbal material. If something is unclear as the candidate to repeat but consider how many times you ask.

If an interpreter is being utilised focus the questions to the candidate and not the interpreter, try to ignore the interpreter.

