

Reasonable Adjustments Policy

Purpose

Both WSET and Armenian Wine School are committed to ensuring that all students have fair and equitable access to WSET assessments. This policy outlines how we support candidates with a disability, long-term condition, or specific learning need that may affect their ability to complete an assessment under standard conditions.

Our shared goal is to remove unnecessary barriers to achievement, while protecting the validity and integrity of WSET qualifications.

Definition

A **reasonable adjustment** is a pre-approved change to exam arrangements that helps reduce the impact of a known and documented condition that would otherwise disadvantage the student.

Adjustments are designed to provide access — not advantage — and must not affect the validity or reliability of the assessment. WSET will not approve adjustments where the condition directly prevents a candidate from meeting the core assessment criteria (e.g., tasting wine for a tasting exam).

Examples of Reasonable Adjustments

Examples may include:

1. Extra time to complete the exam
2. Exam papers provided in a larger print format
3. Support from a reader or sign language interpreter
4. Reducing sensory distractions for autistic candidates

This list is not exhaustive. Any adjustment must be supported by appropriate documentation and approved by WSET in advance.

How to Apply

If you think you may need a reasonable adjustment, please contact us as early as possible — ideally before you enrol.

Contact:

Arpine Manukyan

email: wset@armenianwineschool.com

You will be asked to complete a Reasonable Adjustment Application Form and provide:

- Your full name and contact details

- A brief explanation of your condition or need
- Supporting documentation

We will review your request and, if eligible, submit it to WSET. Adjustments can only be made with WSET's written approval before the exam date.

Deadlines

To allow time for review and approval, requests for **Level 1–3 qualifications** must be submitted at least **25 working days** before the exam.

Data Protection

All personal information will be handled in line with Armenian Wine School's Privacy and Data Protection Policy and shared only with WSET for the purpose of processing your application.

Review

This policy is subject to regular review and may be updated to reflect changes in WSET policy or local regulatory requirements.