

## RIVIERA WINE CANCELATION POLICIES FOR WSET WINE COURSES

A candidate is required to pay the full amount of the course at the time of registration.

Riviera Wine will only go ahead with a given course if there is a minimum of five candidates. If this number is not attained the course will be cancelled and a full refund will be made to the candidates with the exception of 50,00€ which is the cost of the study pack if this has already been sent to the candidate.

In case of a cancellation from the candidate no refund will be made at first. Instead Riviera Wine will offer new course dates to the candidate and if the candidate would be unable to make any of the suggested course dates during a period of 18 months then a refund of 600€ will be made for the WSET Level 2 and of 900€ for the WSET Level 3. The refunds are not automated but will have to be requested by email by the candidate once the 18 months has elapsed.

## RIVIERA WINE COMPLAINTS POLICY STATEMENT – WSET WINE COURSES

Riviera Wine wishes to make it easy for a candidate to make a complaint or register a concern. We welcome complaints and look upon them as an opportunity to learn, adapt, improve and provide better services and training. This policy is intended to ensure that complaints are dealt with properly and that all complaints or comments by candidates are taken seriously.

The goals of each establishment are to ensure that:

- a named person will be responsible for the administration of the procedure
- every written complaint is acknowledged within two working days

Where possible, whilst in accordance with the WSET procedures and syllabus, Riviera Wine will try to adapt according to the complaints.

All complaints are logged together with feedback forms from candidates

### Complaints Procedure

- Oral Complaints
  - All oral complaints, no matter how seemingly unimportant, should be taken seriously. There is nothing to be gained by staff adopting a defensive or aggressive attitude;
  - Front line care staff who receive an oral complaint should seek to solve the problem immediately if possible;
  - All contact with the complainant should be polite, courteous and sympathetic;
  - At all times staff should remain calm and respectful;
  - Staff should not accept blame, make excuses or blame other staff.
- Written Complaints

When a complaint is received in writing it should be passed on to the named complaints manager who should record it in the complaints book and send an acknowledgment letter within two working days.

## WSET CONFLICTS OF INTEREST POLICY

### Introduction

#### WSET

- Awards is an awarding organisation subject to regulation by the UK Government's regulator, OfQual. As a regulated awarding organisation, we are required to identify, monitor and manage all conflicts of interest which may have an adverse effect on the qualifications we offer and we must take all reasonable steps to mitigate such adverse effect where it exists. This document offers guidance to all individuals engaged in activities undertaken on behalf of WSET;
- Awards, (the awarding organisation of the Wine & Spirit Education Trust) which have potential to lead them to act contrary to the interests of WSET;
- Awards in the development, delivery, assessment and award of its regulated qualifications. It defines what is meant by conflict of interest, describes such conflict of interest in the context of working with WSET;
- Awards, identifies those conflicts of interest that can be managed and are therefore acceptable and those that cannot be managed and are therefore unacceptable. It also gives examples of potential conflict of interest.

#### Scope of this policy

This policy is applicable to all members of staff employed by the Wine & Spirit Education Trust in whatever capacity and to any individual acting on behalf of WSET.

- Awards.

This includes those involved in the development of WSET

- Qualifications, question setting, marking of assessments, delivery of WSET® programmes of study leading to WSET;
- Qualifications, marketing of WSET;
- Qualifications, production of study materials, examination papers, qualification certificates and all other associated resources and services. It relates to WSET;
- Regulated qualifications offered in the United Kingdom and in international markets.

#### Definition of conflict of interest

Conflict of interest exists where an individual has interests or loyalties that could adversely influence their judgement, objectivity or loyalty to WSET

- Awards when conducting activities associated with our qualifications.

These can arise in many different aspects of awarding organisation activity, such as:

- An individual whose personal interests or loyalties conflict with their awarding organisation involvement
  - An individual who receives remuneration for services that conflict with their awarding organisation involvement
  - An individual whose acts put WSET
- Awards in a position of non-compliance with its regulatory responsibilities.

Whilst it would be impossible to give a definitive list of scenarios presenting potential for conflict of interest, the following have been identified resulting from WSET.

- Awards' Risk Management review as being of primary significance.

However, other scenarios will constitute conflict of interest, and we will take actions to redress any such instances that come to our attention other than by declaration from the individual concerned. Such actions may also include the imposition of sanctions, if deemed appropriate. Specific examples of conflict of interest include the following:

- The undertaking of any assessment of candidates by an individual who has a personal interest in the result of the assessment for any or all individuals concerned;
- The undertaking of any moderation of assessment of candidates by an individual who has a personal interest in the result of the assessment for any or all individuals concerned;
- The tutoring of candidates by any individual involved in the assessment process;
- The undertaking of a WSET regulated qualification by any individual employed by an APP;
- The undertaking of a WSET regulated qualification by any individual employed by WSET Awards;
- The invigilation of a WSET regulated qualification by any individual involved in the delivery of training leading to the assessment;
- The delivery of "coaching sessions" to examination candidates by any individual involved in the assessment of candidate scripts or the authoring of examination questions;
- The employment by an APP of individuals engaged in the delivery of taught programmes or in the role of Internal Assessor in another APP.

Some of these examples can be managed and are therefore acceptable.

For example, the marking of tasting assessments by Level 3 Internal Assessors is ALWAYS verified by WSET.

Awards as they clearly have an interest in the results of the assessments of learners they have taught and this constitutes a conflict of interest, and our verification process mitigates this possibility.

Similarly, where an employee of the WSET or one of its APPs undertakes a WSET qualification, we can put measures in place to maintain the integrity of the assessment, PROVIDED we are notified of this conflict of interest in advance of the assessment.

However, it would be totally inappropriate for any individual involved in the authoring of examination questions or the compilation of examination papers to teach or coach learners under any circumstances as there are no options for us to mitigate the effect of this clear conflict of interest.

## GUIDANCE ON HANDLING CONFLICT OF INTEREST

- Any individual engaged with WSET® Awards in the provision of our regulated qualifications, as identified under the scope of this policy, is required to make a “Declaration of Interest” by informing WSET® Awards of any potential conflict of interest;
- Certain individuals, such as those involved in the assessment process are also required to submit a signed declaration of “Non-disclosure”. It is essential that any conflict of interest is declared to WSET® Awards immediately to ensure this does not compromise our status of compliance with our regulator, OfQual;
- Any APP who fails to declare a potential conflict of interest is in breach of our criteria for approval, and sanctions may be applied to their approval status as a result of any such non-disclosure. WSET® Awards has processes and procedures in place to manage actual or perceived conflict of interest. These include the exclusive involvement of WSET® Awards staff in the creation of all assessment materials, moderation of all internal assessment conducted by the APP and moderation of all written examinations not marked by optical mark readers. There are of course many other instances of conflict of interest for which we do not have documented procedures in place. Such instances will be handled on an individual basis to ensure that the integrity of our assessments is not compromised.

## ROLES, RESPONSIBILITIES AND PROCEDURES IN THE HANDLING OF ACTUAL OR PERCEIVED CONFLICT OF INTEREST

- The Director of WSET® Awards and the Centre Co-ordinator and Quality Control Manager have responsibility for the day to day managing of conflicts of interest relating to functions of WSET Awards;
- The members of the Senior Management Group of the Wine and Spirit Education Trust have responsibility for the day to day managing of conflicts of interest relating to functions of the Wine and Spirit Education Trust’s functions as a whole. It is the responsibility of all individuals engaged in the provision of WSET qualifications, in all and any capacity, to promptly report any potential for conflict of interest to the Centre Co-ordinator and Quality Control Manager at WSET® Awards;
- All instances of conflict of interest will be recorded in WSET;
- Awards’ Incidents Register, including details of steps taken to mitigate any adverse effect resulting from such conflict of interest.

- The Director of WSET® Awards is responsible for determining what action needs to be taken to mitigate any adverse effect and for deciding when and how matters relating to actual or potential conflict of interest should be escalated within the Wine & Spirit Education Trust, to the Board of Trustees or to the Regulator, OfQual.

## EQUAL OPPORTUNITIES POLICY OF THE WSET

As an awarding body, WSET® Awards fully supports the principles of Equal Opportunities.

We strive to ensure that all candidates for our qualifications are treated fairly and on an equal basis.

Equal Opportunities are assured by:

- The selection, recruitment and training of those working for WSET® awards;
- The consideration of all aspects of this policy at an early stage in the development of new schemes or qualifications;
- Ensuring that the format and content of all syllabi, examinations and other materials do not discriminate against anyone;
- Ensuring there are no barriers to entry to units and qualifications, which we develop and deliver and/or offer, for disabled people, women or men, or people from different racial groups, other than those directly related to the integrity of the units or qualifications. The nature of any barriers will be stated and the inclusion of the requirements that create the barrier justified only and explicitly in terms of the integrity of the unit or the qualification. Details of how the effect of any barriers will be mitigated will be recorded, including using access arrangements or including reasonable adjustments;
- Clarifying the responsibility of all members of staff and/or consultants, involved in any aspect of our qualification development and delivery arrangements, to comply with this policy. In particular external parties invited by WSET® to contribute to these development arrangements must also, as representatives of relevant learners, ensure that the views of learners and others are taken into account in the development of QCF units and qualifications;
- Anonymous assessment of examination candidates wherever possible;
- Promoting practices and procedures in WSET® approved programme providers (apps) that give equal opportunities to everyone;
- Requiring all WSET® approved programme providers (apps) to have equal opportunity policies in place;
- The variation of any conventional rules and regulations for the conduct of examinations which might inhibit the performance of candidates with specific needs, provided that the standard, quality and integrity of the assessment is not compromised. Apps should refer to the reasonable adjustments and special considerations policies located in the WSET® operating handbook;
- Working as appropriate with relevant organisations and agencies to develop measures to identify and prevent inequality of opportunity;

- Making every effort to ensure that there is equality of opportunity in its assessment process, regardless of the candidate's gender, age, racial origin, religious persuasion, sexual orientation or disability;
- Ensuring, to the best of our ability, that any documentation produced does not contain language or images which may be regarded as offensive or stereotypical, and that they reflect the diversity of contemporary society. The WSET® is an equal opportunities organisation and will consider applications from any organisation or individual who can demonstrate that they meet our approval criteria. We do not give any one provider exclusivity to offer our qualifications in a defined territory or region. This policy is published in the WSET® approved programme providers operating handbook and should be made available to candidates upon request.

## Monitoring

WSET® will comply with all current and relevant legislation and this policy will be monitored and reviewed annually.

At the time of writing relevant legislation includes, but is not limited to:

- The Rehabilitation of Offenders Act 1974;
- The Sex Discrimination Act 1975;
- The NHS Community Care Act 1990;
- The Disability Discrimination Act 1995;
- The Asylum and Immigration Act 1996;
- The Human Rights Act 1998;
- The Sex Discrimination (Gender Realignment) Regulations 1999;
- The Employment Equality (Religion or Belief) Regulation 2003;
- The Employment Equality (Sexual Orientation) Regulation 2003;
- The Equal Pay Act 1970 (Amendment) Regulations 2003;
- The Race Relations Act 1976, The Race Relations (Amendment) Act 2000 and Amendment Regulations 2003;
- The Gender Recognition Act 2004;
- The Employment Equality (Sex Discrimination) Regulations 2005;
- The Employment Equality (Age) Regulation 2006;
- The Equality Act 2006;
- The Equality Act (Sexual Orientation) Regulation 2007;
- The Equality Bill 2010.

As part of the monitoring of candidates registering for a WSET® qualification we will collect information on diversity, requests for special consideration, access arrangements and feedback from learners, centres and other stakeholders. All relevant issues identified as suggesting our provision or services have unnecessary impact on learners will be reported back to the Centre Registration and Quality Assurance Manager who will be responsible for leading on introducing amendments to provision and/or services where necessary and in accordance with our documented procedures for developing and reviewing units and qualifications. Details of the outcomes of each review will be made available to the qualification regulators upon request.

## NOTE TO CANDIDATES

Candidates who believe they have been discriminated against should contact their Approved Programme Provider for further advice.

## POLICY FOR CANDIDATES REQUIRING REASONABLE ADJUSTMENTS

A Reasonable Adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.

WSET® Awards seeks to conduct the assessment of all candidates in a way that puts them at no disadvantage, or advantage, over other candidates. Reasonable Adjustments must not affect the integrity of what needs to be assessed, but may involve:

- Changing standard assessment arrangements, for example allowing candidates extra time to complete the assessment activity;
- Adapting assessment materials, such as providing materials in large text format;
- Providing access facilitators during assessment, such as a sign language interpreter or reader;
- Re-organising the assessment room, such as removal of visual stimuli for an autistic candidate.

Reasonable Adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the candidate access to the qualification. The use of Reasonable Adjustment will not be taken into consideration during the assessment of a candidate's work.

All candidates signing up to a course with Riviera Wine will have to identify any special assessment needs so that appropriate arrangements can be made 4 weeks prior to the examination. Out of fairness to all candidates, evidence of the individual circumstances giving rise to the request must be produced. The specific arrangements for the examination process itself, or for marking, will be agreed in each case between the Programme Provider's Examinations Officer and the Examinations Administrator at WSET® Awards, and will vary according to individual circumstances. WSET® Awards reserves the right to seek the advice of independent agencies as appropriate in coming to a decision on specific arrangements.

Please note that we may not offer Reasonable Adjustments to any candidate until this has been agreed with WSET® Awards.

Due notice is required in order for appropriate arrangements to be agreed and put into place. The period of notice required is at least four weeks prior to the examination date for Level 1 Awards, Level 2 Awards and Level 3 Award examinations. Candidates and their advisors should also be aware that it is not appropriate to make requests for special arrangements where the candidate's particular difficulty directly affects performance in the actual attributes that are the focus of the assessment. It should be noted that Reasonable Adjustments will not give unfair advantage over candidates for whom Reasonable Adjustments are not being made, or alter the assessment demands of the qualification as detailed in the qualification Specification.

## MALPRACTICE, MALADMINISTRATION AND SANCTIONS POLICY

All APPs must ensure that their programme for the delivery and administration of any WSET qualification complies in all respects to the rules, regulations and procedures set out in this Operating Handbook. All WSET® examinations must be administered in line with the Centre Agreement, Code of Practice and Invigilation Instructions provided in the Operating Handbook, and Examination Regulations issued to all APPs and Students in the Qualification Specifications. Failure to abide by these criteria will be considered Malpractice and or Maladministration and may affect our ability to continue to give approval to a centre. Malpractice can arise from any act, omission, event, incident or circumstance that prejudices learners, affects public confidence in qualifications, affects the standards of qualifications which the awarding body makes available or affects the ability of the awarding body to undertake the development, delivery or award of qualifications.

WSET®'s definition of Malpractice and Maladministration (followed by Riviera Wine)

Malpractice will include, but is not limited to:

- a) Actual or attempted plagiarism, or cheating, of any nature by candidates;
- b) Use or attempted use of any reference material or electronic device during a closed book examination
- c) Disruptive behaviour by candidates in the examination;
- d) Candidates in breach of published Examination Regulations and APP in breach of invigilation rules or the Code of Conduct;
- e) Fraudulent use of WSET® certificates;
- f) A deliberate attempt to discredit the WSET®, or to bring the WSET® into disrepute in any way;
- g) Issue of bogus examination results;
- h) Insecure storage of examination papers;
- i) Unauthorised amendment, copying or distribution of examination papers;
- j) Use of unapproved or ineligible educators to deliver a qualification course, or use of unauthorised Internal Assessors
- k) Change of examination location or altered facilities so they no longer meet the required standards;
- l) Failure to administer examinations in line with the assessment requirements;
- m) Denial of access to resources (premises, records, information, candidates and staff) by authorised WSET® representatives;
- n) Denial of access to resources (premises, records, information, candidates and staff) by authorised Regulatory Authorities.

Maladministration will include, but is not limited to:

- a) Failure to follow procedures or adhere to regulations as laid out in the APP Operating Handbook;
- b) Failure to return examination papers within the required timeframe;
- c) Returning exam papers by regular post and not recorded delivery or trackable courier;
- d) Failure to issue results to candidates in a timely manner
- e) Breach or infringement of WSET® copyright and trademarks;
- f) Non-payment of fees for WSET® services or examinations;
- g) Breach of the Conflicts of Interest Policy;
- h) Breach of the Centre Agreement or APP Code of Conduct;
- i) A change in control of the APP that results in new management being unable to meet WSET® Awards criteria.

Malpractice is divided into two main categories:

- Major Malpractice

Serious and /or deliberate breaches of conduct, or serious neglect of professional duty which represents a high risk to the integrity of the qualification. Major Malpractice could result in the invalidation or revocation of examination results to a student and / or approval of the APP. In this instance OfQual must be informed of the Malpractice case and WSET® Awards will take all appropriate action as directed by the Regulatory Authority, which may include notification to other Awarding Bodies. An example of Major Malpractice would be, 'Fraudulent use of WSET® certificates and the issue of false examination results' or 'Unauthorised amendment, copying or distribution of examination papers'.

- Minor Malpractice

Minor and /or accidental breaches of conduct or neglect of professional duty, or those more major breaches not considered to be deliberate or malicious in intent, represents a lower risk to the integrity of the qualification and would not affect examination results or certification.

Reporting Malpractice

Riviera Wine are required to report any potential case of Malpractice by Candidates, Educators, Invigilators or Centre Staff to the Centres Co-ordinator and Quality Assurance Manager at WSET® Awards immediately.

Failure to do so may result in the refusal to issue results and Certification to candidates, the invalidation of examination results or the withdrawal of approval to offer WSET® qualifications or a combination of these three.

Where APP personnel are involved, the APP should follow its own procedures and keep WSET® Awards informed of the steps taken to resolve the situation. Malpractice may be reported to WSET® Awards by a WSET® Awards appointed Approval Visitor. In this instance the APP will be

advised during the Approval Visit that a case of Malpractice is being reported. WSET® Awards will also act upon reports of suspected or actual Malpractice received from candidates or other parties regarding an APPs activities or personnel which may affect the integrity of WSET® qualifications.

## WSET® Awards responsibility WSET®

Awards will confirm receipt of a report of suspected or actual Malpractice within 3 working days. Should a case of Malpractice be raised with WSET® Awards against the Programme Provider, the Main Contact, or other appropriate person within the management of the APP, will be notified and invited to respond prior to further action being taken. Notwithstanding the foregoing, WSET® Awards reserves the right to immediately suspend an APPs approval if, after consultation with the WSET®'s Chief Executive, it is decided that such a suspension is required to protect the reputation of the WSET®, and to prevent any possible re-occurrence of the alleged Malpractice. In such circumstances, the APP will be notified immediately and will be required to co-operate with the WSET® whilst the alleged Malpractice is investigated.

WSET® Awards will appoint a suitably trained officer to investigate the alleged Malpractice and this officer will request supporting evidence from the APP, Candidate or other parties to validate the report of suspected or actual Malpractice.

When supporting evidence has been supplied, WSET® Awards will conduct a full investigation of the suspected or actual Malpractice to identify the cause and to determine whether Malpractice has actually occurred. Where it is determined that Malpractice has occurred, a report will be filed. This will include whether the Malpractice is accidental or deliberate, and represents a major or minor threat to the integrity of the qualification, and specify any sanctions that are to be applied to the APP, their staff or the candidate concerned. If Malpractice has been alleged against a candidate, a summary of the investigation and the findings will be sent to the candidate; if the Malpractice has been alleged against the APP the summary will be sent to the Main Contact, and the candidate or APP Main Contact will be advised of the sanctions being imposed. They will also be advised of the General Appeals Policy should they wish to appeal the decision that has been made. Any case of Malpractice that threatens the integrity of the qualification, results issued or certification will be reported to the Regulatory Authority, and following discussion with the Regulatory Authority, other Awarding Bodies may be notified. Where the report is the result of an internal investigation by the APP, WSET® Awards will review all the documentation supplied and action taken to ensure that any decisions made by the APP are valid and conform to this policy. WSET® Awards may request additional information to determine whether any additional sanctions should be applied to the APP, their staff or the candidate concerned.

## Riviera Wine's responsibility

Riviera Wine's Main Contact is responsible for ensuring that all staff involved in the delivery and / or administration of the WSET® programme run it in accordance with the rules, regulations and procedures and are aware of, and comply with, this policy. Riviera Wine must also establish their own framework of controls and checks that, in their opinion, are adequate to minimise and identify any instances of Malpractice and is fit for purpose of reporting and investigating any alleged Malpractice (at the moment there are no such implemented controls as there is only the main contact is involved with everything connected to the WSET) Riviera Wine agrees to co-operate fully with WSET® Awards in any investigation of alleged Malpractice at the APP including the removal and / or suspension of staff from their WSET® duties during such investigation.

## Sanctions

In cases of alleged Malpractice or Maladministration WSET® Awards has the right to apply sanctions. This may include suspension of an APPs approval with immediate effect, if such action is approved by the Chief Executive of the WSET®, whilst an investigation is carried out. Following an investigation by WSET® Awards, it may be necessary to apply one or more of the following sanctions against the APP and/or their staff:

- Creation of an action plan / letter of warning;
- Completion of a self-assessment form by the APP;
- Completion of an APP re-approval visit (travel costs may be charged to the APP);
- Mandatory re-training of Educators and / or Assessors;
- Application of administration charges;
- Withdrawal of internal assessment permissions;
- Invalidation of examination results / certification;
- Withdrawal or temporary suspension of approval to offer a specific WSET® qualification;
- Withdrawal or temporary suspension of approval to offer all WSET® qualifications;
- Withholding examination results that are under investigation;
- Rejection of orders for further materials or examination papers;
- Withdrawal of credit facilities, and moving account to a “cash upfront” basis;
- Charging of interest on overdue amounts.

Where previously agreed corrective measures are not implemented, the sanctions will progress to the next level of severity following the guidelines of the NVQ Code of Practice. It is WSET® Awards intent that no learner should be disadvantaged by any instance of Malpractice or Maladministration that has arisen by the actions (or non-action) of the APP. However where such breach undermines the integrity of the assessment process, it may be necessary to invalidate the exam that has been held and require the APP to arrange a free resit for candidates at their convenience.

Following an investigation by WSET® Awards, it may be necessary to apply one of more of the following sanctions against an individual candidate or candidates:

- Letter of warning;
- The disallowing of an examination result;
- The invalidation of a certificate and/or unit certificate and recall of certification already issued;
- Refusal of entry to future WSET® qualifications.

## POLICY FOR CANDIDATES REQUIRING SPECIAL CONSIDERATIONS

Special consideration is an action taken after an assessment to allow candidates who have been disadvantaged by temporary illness, injury, indisposition or adverse circumstances at the time of the assessment to demonstrate attainment.

A candidate may be eligible for special considerations if:

- Performance in an examination is affected by circumstances beyond the control of the candidate. This may include recent personal illness, accident, bereavement or examination room conditions;
- Alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate;
- The application of special consideration would not mislead the end-user of the certificate. WSET® Awards must be notified in writing within seven days of the examination date where special consideration is being requested using the Request for Special Consideration Form. Please notify Riviera Wine 14 days prior to the examination date to allow time for the above.

Eligibility will only be considered if accompanied by supporting independent documentation. Where a candidate is unable to attend an examination due to recent personal illness, accident or bereavement, Riviera Wine will endeavour to transfer the candidate to an alternative examination date at no extra cost.

In cases of serious disruption during the examination, the Examinations Officer must submit a detailed report of the circumstances and candidates affected to the Examinations Administrator at WSET® Awards.

This must be returned with the completed examination papers.

It should be noted that WSET® Awards does not offer aegrotat awards and that all assessment requirements of WSET® qualifications must be met. It is also our policy that special considerations will not give unfair advantage over candidates for whom special considerations are not being applied, or alter the assessment demands of the qualification as detailed in the qualification Specification. If a candidate is unable to attend an examination for which they have been registered due to circumstances outside their direct control, they should notify Riviera Wine as soon as possible, and complete the "Request for Special Consideration" form submitting written third party evidence to support their application. Failure to attend due to work commitments does not qualify for "special consideration".

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A Reasonable Adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.

WSET® Awards seeks to conduct the assessment of all candidates in a way that puts them at no disadvantage, or advantage, over other candidates. Reasonable Adjustments must not affect the integrity of what needs to be assessed, but may involve:

- Changing standard assessment arrangements, for example allowing candidates extra time to complete the assessment activity;
- Adapting assessment materials, such as providing materials in large text format;
- Providing access facilitators during assessment, such as a sign language interpreter or reader;

- Re-organising the assessment room, such as removal of visual stimuli for an autistic candidate.

Reasonable Adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the candidate access to the qualification. The use of Reasonable Adjustment will not be taken into consideration during the assessment of a candidate's work.

All candidates signing up to a course with Riviera Wine will have to identify any special assessment needs so that appropriate arrangements can be made 4 weeks prior to the examination. Out of fairness to all candidates, evidence of the individual circumstances giving rise to the request must be produced.

The specific arrangements for the examination process itself, or for marking, will be agreed in each case between the Programme Provider's Examinations Officer and the Examinations Administrator at WSET® Awards, and will vary according to individual circumstances. WSET® Awards reserves the right to seek the advice of independent agencies as appropriate in coming to a decision on specific arrangements.

Please note that we may not offer Reasonable Adjustments to any candidate until this has been agreed with WSET® Awards. Due notice is required in order for appropriate arrangements to be agreed and put into place. The period of notice required is at least four weeks prior to the examination date for Level 1 Awards, Level 2 Awards and Level 3 Award examinations.

Candidates and their advisors should also be aware that it is not appropriate to make requests for special arrangements where the candidate's particular difficulty directly affects performance in the actual attributes that are the focus of the assessment. It should be noted that Reasonable Adjustments will not give unfair advantage over candidates for whom Reasonable Adjustments are not being made, or alter the assessment demands of the qualification as detailed in the qualification Specification.