

REGULATIONS FOR DISADVANTAGE COMPENSATION

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1 INITIAL SITUATION

People with disabilities may experience disadvantages in education if their special needs are not taken into account. Compensation for disadvantages concerns the correction of an unbalanced situation in order to prevent discrimination on the grounds of disability. It is applied in school education as well as in the corresponding qualification procedures.

At SHL Schweizerische Hotelfachschule Luzern, the principle applies that the measures for compensating for disadvantages do not involve a reduction in the learning material or an easing of the learning objectives.

2 LEGAL BASIS

[Federal Constitution Art. 8 para. 1:](#)

All human beings are equal before the law.

[Federal Constitution Art. 8 para. 2 and 4:](#)

No one may be discriminated against, namely on the grounds of origin, race, gender, age, language, social status, way of life, religious, ideological or political convictions or on the grounds of a physical, mental or psychological disability. The law provides for measures to eliminate discrimination against persons with disabilities.

[Disability Equality Act Art. 2 para. 5:](#)

Discrimination in the use of education and training is particularly prevalent if:

- a. the use of disability-specific aids or the provision of necessary personal assistance is made more difficult;
- b. the duration and design of the education offered as well as examinations are not adapted to the specific needs of disabled persons.

[Disability Equality Act Art. 5 para. 1:](#)

The Confederation and the cantons shall take measures to prevent, reduce or eliminate disadvantages; in doing so, they shall take into account the special needs of disabled women.

[Disability Equality Act Art. 5 para. 2:](#)

Reasonable measures to compensate for disadvantages suffered by disabled persons do not constitute unequal treatment under Article, 8(1) of the Federal Constitution.

[Vocational and Professional Education and Training Act Art. 3:](#)

This law promotes and develops:

- c. the equalisation of educational opportunities in social and regional terms, the actual equality of women and men, and the elimination of disadvantages for people with disabilities.

VET ordinance Art.35 para.3:

If a candidate requires special aids or more time due to a disability, this will be granted appropriately.

3 APPLYING FOR DISADVANTAGE COMPENSATION IN EXAMINATIONS

Anyone who can prove a disability can apply for a disadvantage compensation for mid term, final and diploma examinations. The application must be submitted to the Directorate and must be available at the beginning of the semester (1st school day) at the latest.

The application must contain clear requests for each type of examination (written, practical and oral examinations), e.g., extra time, longer breaks, aids.

The application must be accompanied by a certificate from a medical specialist. The document must not be older than 1 year.

The document must contain a description of the disability as well as a description of the impairment caused by the disability and, if possible, provide information on which disadvantage compensation measures are to be provided at the examinations. In addition, the application may be accompanied by statements from previous training institutions (vocational schools, grammar schools) or from the employer on suitable measures.

4 COMPENSATION FOR DISADVANTAGES DURING EXAMINATIONS

- Examinations for students with disabilities must meet the requirements of the professional profile of a hotel manager.
- For students with a disability, there should be the possibility to request a form of examination appropriate to the disability if success should depend on the form of the examination – not on its content. This is the case if, for example, the student has difficulty understanding the task due to the disability or carrying out the task in the required form despite existing specialist knowledge.
- Compensation for disadvantages is granted if the application for compensation for disadvantages, the clear request and the documentation (incl. descriptions) are submitted at the beginning of the semester.
- Only formal disadvantage compensations such as time allowance, longer breaks or special aids or further suitable measures (e.g., separate room) are granted.
- The progress report, the Diploma Supplement and the Federal Diploma do not make any reference to the compensation for disadvantages.

5 DECISION OF THE DIRECTORATE

The Directorate decides on admission to the examination with the examination modalities requested by the student. A preliminary meeting with the student to discuss the examination procedure can be helpful. The decision on admission with the requested modalities is made in writing within the first 2 weeks of the semester.

6 ANNEX

Measures to compensate for disadvantages:

Each compensation for disadvantages must be examined and determined individually. The list of measures is not exhaustive. Further disability-specific disadvantage compensation measures can be defined on the basis of the SDBB report "Compensation for disadvantages for people with disabilities in vocational education and training".

6.1 DYSLEXIA (DYSGRAPHIA)

Activity	Time credit	Aids/shape
Practical examinations	<ul style="list-style-type: none"> – Accurate recording of the task: Time allowance of 15 minutes – Completion of the work at the end of the examination: Time surcharge of 15 minutes 	<ul style="list-style-type: none"> – Right to an explanation of the examination process and content
Written examinations	<ul style="list-style-type: none"> – 10-20 minutes extra time per examination hour – Individual break regulations of max. 30 minutes between exams 	<ul style="list-style-type: none"> – Present examination documents in a legible and comprehensible manner – Delimit individual questions in a clearly visible way – Explain and delineate examination material in all learning fields – Familiarise students with the examination design in the run up to the examination – Allow use of electronic aids (laptop) – Use of spelling programme (except for foreign language) – Examination in a separate room
Oral examinations	<ul style="list-style-type: none"> – Time surcharge of 5-10 minutes 	<ul style="list-style-type: none"> – None

6.2 DYSCALCULIA

Activity	Time credit	Aids/shape
Practical examinations	<ul style="list-style-type: none"> – Accurate recording of the task: Time allowance of 15 minutes 	<ul style="list-style-type: none"> – Calculator and formula tables – Right to explanation of the examination procedure and content
Written examinations	<ul style="list-style-type: none"> – For multi-skilled mathematical tasks: Time allowance of 10-20 minutes per exam hour 	<ul style="list-style-type: none"> – Eventually calculator and formula tables – Examination in a separate room
Oral examinations	<ul style="list-style-type: none"> – For mathematical tasks: Time allowance of 5-10 minutes 	<ul style="list-style-type: none"> – None

6.3 ATTENTION DEFICIT (HYPERACTIVITY) DISORDER ADHD

Activity	Time credit	Aids/shape
Practical examinations	<ul style="list-style-type: none"> – Individual break regulation according to personal symptoms 	<ul style="list-style-type: none"> – Right to explanation of the examination process and content – Clear examination documents
Written examinations	<ul style="list-style-type: none"> – Extra time of 10-20 minutes per examination hour – Individual break regulations of max. 30 minutes between exams 	<ul style="list-style-type: none"> – Present examination documents in a legible and comprehensible manner – Delimit individual questions in a clearly visible way – Explain and delineate examination material in all learning fields – Familiarise students with the examination design in the run up to the examination – Allow use of electronic aids (laptop) – Use of spelling programme (except for foreign language) – Examination in a separate room
Oral examinations	<ul style="list-style-type: none"> – Time surcharge of 5-10 minutes 	<ul style="list-style-type: none"> – None

6.4 FURTHER MEASURES TO COMPENSATE DISADVANTAGES

According to the SDBB report "Compensation for disadvantages for people with disabilities in vocational education and training" further measures to compensate for disadvantages can be applied for the following disabilities/disorders:

- Visual impairment
- Hearing impairment
- Physical disabilities

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