

## A Guide to Reasonable Adjustments, Support and Accessibility for our Assessment Process



Welcome to our guide outlining reasonable adjustments and accessibility provisions for each stage of the assessment process. Please reach out to [grace.kenwright@clydeco.com](mailto:grace.kenwright@clydeco.com) if you have any questions or would like to discuss further.

### Application Form

Our application form allows applicants to voluntarily share information about any reasonable adjustments or accessibility needs they may require throughout the assessment process. Providing this option ensures that we can better accommodate diverse needs, fostering an inclusive experience for all.



### Cappfinity - Digital Assessment



Our digital assessment begins with a welcome video and short tutorial about using the platform and setting up your camera and sound. You will then move on to the assessment. Responses to questions can be in the format of free text, video recording, or ranking items.

The Cappfinity platform:

- is created with [WCAG standards](#) in mind, which is the online standard for website accessibility.
- is compatible with screen readers.
- allows for an increase/decrease in font size for anyone with visual impairments - [full guidance depending on what browser is used is available here by clicking the link.](#)

## TopScore - Assessment Centre

Our assessment centres vary per programme - so make sure you're clear what yours will involve before the day. You'll be told in advance whether your assessment centre is virtual or in person. Some tasks you could be doing include: a written exercise, role play, a group exercise and a strengths-based interview.

The TopScore platform can:



Play audio (text to speech)



Change font and increase/decrease font size



Change background, text and link colour



Be magnified



Be set to plain text mode, removing images



Translate text into a different language



Be screen masked, creating a letterbox for a focused view

Users can log in, in advance to test out the features.

[More information can be found by clicking the link here.](#)

## Offer/Internship

At Clyde & Co, we believe that creating a workplace environment that is inclusive and accommodating for all interns and employees is essential to promoting a positive and productive work culture. We recognize that all individuals bring unique strengths and challenges to the workplace, and we are committed to making reasonable adjustments to accommodate their needs where possible.

We value reasonable workplace adjustments because they enable individuals to fully participate and contribute to the firm's success, regardless of barriers they may face as a result of long term conditions or disabilities. By making these reasonable adjustments, we demonstrate our commitment to diversity, equity and inclusion, and ensure that all employees have the opportunity to reach their full potential.



For interns joining the firm, you have the option to create a Tailored Adjustment Plan with a member of the Early Careers Team, so we can best support you through your time with us.