

Reasonable Adjustments Policy

Purpose

The purpose of this policy is to outline what reasonable adjustments can be made and how to apply for them.

Policy statement

The Association has a system in place which allows for reasonable adjustments to be made.

What are reasonable adjustments?

Reasonable adjustments are actions taken to reduce the effect of a disability or difficulty that disadvantages the student taking an assessment. Reasonable adjustments must not affect the integrity of the exam.

The possible adjustments will be subject to various factors including the potential impact upon the examination procedure as well as how costly adjustments may be. The law requires that reasonable adjustments be made but an adjustment may be deemed unreasonable if it is particularly expensive or would require excessive resources or compromise the competence of the qualification.

Some examples of reasonable adjustments are:

- Allowing additional time for an exam
- Adapting assessment materials
- Allowing access facilitators during an exam

How to apply for reasonable adjustments

Anybody who wishes to be considered for reasonable adjustments must fill in the Reasonable Adjustments Form and submit it to the Association. This must be supplied along with relevant and appropriate evidence. It is the responsibility of the student to fill in and submit this form prior to the exam (see below for timescales). The exact adjustments that may need to be made will be discussed with the student.

Reasonable adjustments will only be granted prior to the examination, any requests after the exam will not be considered.

Timescales

In order to ensure that we can fully investigate and take appropriate action, requests should be made at least 30 days prior to the exam. Requests made less than 30 days before the exam may not be granted although we will do our best to make any adjustments we can.

We aim to respond to all requests in a timely manner and will adhere to the following timescales wherever possible:

Acknowledgement of Request – within 5 working days

Full response – within 20 working days

Appeals

If you are unhappy with the outcome of a special consideration request, you can appeal against the decision. All appeals should be made in writing to the Operations Manager.

Responsibility for this Policy

Ultimate responsibility for this policy rests with Council. Day-to-day responsibility for this policy rests with the Operations Manager. If you have any concerns about this policy please contact the Operations Manager.