



Numeration: ER04-21-01-POL

Date: 10 July 2019

Released By: Academic Dean

Reasonable Adjustments and Special Consideration Policy

Version	Approved by	Approval date	Effective date	Modifications
1.0	Academic Dean	10 July 2019	10 July 2019	New Policy

1. Purpose

This policy provided for SSBM staff and learners to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner.

2. Scope

This Policy is applicable to all students enrolling or enrolled at the SSBM, faculty, staff and employees.

3. Policy Statement

SSBM is committed to complying with all current and relevant legislation in relation to the development and delivery of qualifications. We are committed to ensuring that all learners have fair and equal access to assessment where possible and practicable. A reasonable adjustment may be required where a learner has a permanent disability or specific learning needs.

A special consideration may be required where a learner has a temporary disability, medical condition or learning needs or is indisposed at the time of the assessment.

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage during an assessment.

SSBM seeks to uphold human rights relating to race relations, disability discrimination and special educational needs of learners and to provide equal reasonable adjustments and special consideration for all learners registered on SSBM courses.

Reasonable adjustments may involve:

- Changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
- Adapting assessment materials, such as providing materials in Braille
- Providing assistance during assessment, such as a sign language interpreter or a reader
- Re-organising the assessment room, such as removing visual stimuli for an autistic learner
- Providing and allowing different coloured transparencies.

4. Requesting Reasonable Adjustments

Learners must make relevant SSBM staff members aware of any reasonable adjustments they require. SSBM staff members are responsible for applying to the SSBM's admissions team for reasonable adjustment requests (when appropriate).

All requests must be made following SSBM's procedures, 7 days in advance of an assessment being undertaken, as outlined in SSBM's Reasonable Adjustments and Special Considerations Policy.

5. Reduction of Course Duration as a result of Credit or RPL

If Credit or RPL is granted after the acceptance of a place in a course or on commencement of studies and will affect the duration of studies, SSBM will provide you with a new Confirmation of Enrolment Letter (CoE) including the new duration.

6. Definition of Special Considerations

Special consideration can be applied after an assessment, if there was a reason the learner may have been disadvantaged during the assessment.

Any requests to SSBM for Special Considerations must be made by a relevant SSBM staff member within 5 days of the assessment taking place. as outlined in SSBM's Reasonable Adjustments and Special Considerations Policy.

For example, special consideration could apply to a learner who had temporarily experienced:

- An illness or injury
- Some other event outside of their control
- Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

All documents relating to reasonable adjustments and special considerations must be saved and stored securely.

Learners must be given access to any information or documents regarding any appeals, when requested.

7. Principles for making reasonable adjustments

There are six key principles for making reasonable adjustments for disabled learners:

1. The reasonable adjustment must not compromise the competency standard. Examinations and assessments must be rigorous regarding standards so that all students are genuinely tested against a benchmark. While SSBM will want to ensure reasonable adjustments are in place to allow disabled students, students with health conditions or specific learning difficulties an equal opportunity to demonstrate their competence, it is important that standards are not compromised.
2. The reasonable adjustment must not give the learner an unfair advantage. While the process for examinations and assessments might be modified, the learner must demonstrate the skills and competence required by the examination or assessment to maintain the equity, validity and reliability of the assessment.
3. The reasonable adjustment must be based on individual requirements. Decisions about the reasonable adjustments required by each learner must be taken after careful consideration of the assessment needs of the individual. Different learners with the same impairment may have very different reasonable adjustment requirements. Similarly, SSBM should not assume that the reasonable adjustment required by a learner for a particular assessment will be required for all assessments.
4. The reasonable adjustment must reflect the learner's normal way of working. The learner should have experience of and practice in the use of the adjustment. For example, if the reasonable adjustment is for additional time for an examination, the learner must have had this reasonable adjustment in place for other examinations such as internal tests while the learner has been studying for the qualification at the SSBM.
5. The reasonable adjustment must be accompanied by suitable evidence, where appropriate. SSBM will want to satisfy themselves that a learner's request for a reasonable adjustment is legitimate. On some occasions, this will involve obtaining evidence that is sufficient, valid and reliable. Further information about obtaining evidence can be found within this policy.
6. The reasonable adjustment must meet the requirements of the specification. There are restrictions on the provision of reasonable adjustments for certain qualifications, so it is important to check the specific specification to ensure these restrictions are not breached.