Reasonable Adjustment and Special Consideration Policy and Procedure

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1. Policy Statement

AA London College is dedicated to ensuring that all learners have equitable access to assessments and opportunities to demonstrate their learning. This policy aims to provide clear guidance on how we support learners who require reasonable adjustments or special consideration due to disabilities, learning difficulties, temporary medical conditions, or unforeseen circumstances.

Our approach will ensure fairness in assessments, while upholding the validity and reliability of the assessment process. This policy is designed to meet the needs of learners and provide them with the necessary accommodations to enable them to perform at their best.

2. Purpose

The purpose of this policy is to:

- Provide clarity on the process for requesting and applying reasonable adjustments and special considerations.
- Ensure that no learner is unfairly disadvantaged during the assessment process due to specific learning needs or temporary conditions.
- Promote a fair and transparent approach to handling requests for adjustments, ensuring compliance with legal and regulatory standards.

3. Scope

This policy applies to all learners enrolled at AA London College, whether full-time or part-time, across all courses and qualifications. It covers learners with:

- Permanent or temporary disabilities.
- Diagnosed learning difficulties.
- Temporary conditions (e.g., illness, injury, or personal circumstances) that may affect their performance in assessments.

4. Definitions

- **Reasonable Adjustment**: A modification or alteration to the assessment process, environment, or requirements to enable learners with disabilities, learning difficulties, or other specific needs to participate in assessments without being at a disadvantage. These adjustments must not alter the integrity or validity of the assessment.
- **Special Consideration**: A temporary adjustment made in response to circumstances such as illness, injury, or other unforeseen events that may have affected a learner's performance during an assessment. Special consideration may adjust the timing or method of assessment or extend submission deadlines.

5. Eligibility Criteria

Reasonable Adjustment:
Reasonable adjustments may be applied to learners who meet the following criteria:

- Have a diagnosed disability (e.g., physical, sensory, mental health conditions).
- Have a learning difficulty (e.g., dyslexia, ADHD, or other cognitive impairments).
- Are experiencing a temporary medical condition or disability that affects their ability to complete assessments under normal conditions.

Special Consideration:
Special consideration may be granted when a learner experiences:

- Illness, injury, or significant personal trauma during or immediately before an assessment that impairs their ability to perform.

- Circumstances outside of the learner's control (e.g., the death of a close relative or other traumatic events) that have an immediate impact on their assessment performance.

6. Procedure for Requesting Reasonable Adjustment or Special Consideration

1. **Notification of Need for Adjustment or Consideration**:
   Learners must inform AA London College of any requirement for reasonable adjustment or special consideration at the earliest opportunity. The request must be made in writing, outlining the nature of the condition or circumstance, and any supporting documentation (e.g., medical certificates, reports from healthcare professionals, or psychological assessments).
2. **Submission of Request**:
   A formal request should be submitted at least 15 working days before the assessment to allow sufficient time for review and implementation of any necessary adjustments.
3. **Review of Request**:
   AA London College will review the request and any supporting documentation. The request will be evaluated by the Head of Academics or the Principal, who will determine whether the adjustment or consideration is reasonable and appropriate.
4. **Implementation of Adjustments or Consideration**:
   Once approved, AA London College will notify the learner of the adjustments or special consideration that will be implemented. These may include:
   - Extra time for assessments.
   - Modified assessment formats (e.g., oral assessment, extended submission deadlines).
   - Environmental changes (e.g., quiet room, special equipment).

   Adjustments and considerations will be tailored to the learner's specific needs while ensuring fairness for all learners.

7. Types of Reasonable Adjustments

The types of reasonable adjustments may include, but are not limited to:

- **Additional Time**: Granting extra time for learners who need more time to complete assessments due to their condition.
- **Alternative Assessment Formats**: Offering assessments in formats such as oral exams, recorded presentations, or written responses for learners who have difficulty with traditional formats.
- **Modified Assessment Methods**: Changing how assessments are conducted, such as providing a scribe or reader, or offering digital alternatives for those with specific needs.
- **Environmental Adjustments**: Adjusting the physical environment to better suit the learner's needs (e.g., quiet rooms, ergonomic seating).
- **Assistive Technology**: Allowing the use of technology, such as screen readers or speech recognition software.

8. Types of Special Consideration

Special consideration may include:

- **Extended Deadlines**: Providing extra time to submit assignments or projects if the learner has been unable to complete the work due to illness or other temporary conditions.
- **Re-scheduling Assessments**: Allowing learners to take assessments at an alternative time if they are unable to attend the scheduled session due to illness or other emergencies.
- **Adjusting Assessment Weighting**: Modifying the weighting of certain assessments or parts of assessments in response to unforeseen circumstances.

9. Confidentiality

All information related to requests for reasonable adjustments or special considerations will be handled with the utmost confidentiality. Personal data will only be shared with relevant staff involved in implementing the adjustments and will not be disclosed to unauthorized parties.

10. Responsibilities

- **Learners**:
  Learners are responsible for notifying AA London College of their need for reasonable adjustments or special consideration in a timely manner and providing appropriate supporting documentation.
- **Staff**:
  Staff are responsible for ensuring that reasonable adjustments and special considerations are applied appropriately and in a timely manner. They should also maintain confidentiality and provide the necessary support to learners.
- **AA London College**:
  AA London College is responsible for ensuring that this policy is followed and that reasonable adjustments and special considerations are applied fairly and consistently. The institution will review and update this policy annually to ensure it meets the needs of learners.

11. Review

This policy will be reviewed on an annual basis to ensure its effectiveness and compliance with applicable laws and regulations. Any changes will be communicated to all staff and learners, and updated copies of the policy will be made available.