**INTERNAL**

**PROCEDURE**

**Title: Reasonable Adjustments Procedure**

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| **POLICY HOLDER:** | **Assistant Principal** **HE and Adults** |
| **SMT OWNER:** | **Vice Principal Curriculum and Quality** |
| **APPROVAL BOARD:** | **AMB/JBoS/LTC** |
| **VERSION NO:** | **11** |
| **LAST REVIEWED:** | **August 2022** |

**Summary: Reasonable Adjustments Procedure for students on Higher Education**

**Programmes**

**Accessibility:** If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College’s marketing team on 01603 773 169.

**Further information:** If you have any queries about this policy or procedure, please contact the named policy holder.



**Amendments log**

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| --- | --- | --- | --- | --- |
| Review date | Version | Changes | Originated by | Approval |
| January 2017 | 9 | To reflect HE School structure changes | HE Office |  |
| August 2021 | 10 | To reflect separation of Mitigating Circumstances and Special Allowances Procedures, in light of regulatory alignment to BIM for new students |  |  |
| August 2022 | 11 | To rename this procedure Reasonable Adjustments, & highlight use of MS Forms for the new academic year, as a replacement of current MS Word forms |  |  |

1. **Purpose and Scope**

* 1. The purpose of the Reasonable Adjustments procedure is to enable appropriate arrangements to be put in place to support students with known, diagnosed disadvantages in order that they may nevertheless be assessed fairly, without advantage or disadvantage compared with other students.

* 1. The procedures apply to all programmes governed by either the Norfolk

Regulatory Framework or the UEA PI Regulations for Bachelor and Foundation Degree Awards.

* 1. This document will be published on: Blackboard – HE@ CCN – Regulations, Policies & Procedures.

1. **General Regulations – Reasonable Adjustments**

* 1. It is the responsibility of the student to invoke the Reasonable Adjustments Procedure if they feel that it is justified.

* 1. Requests for reasonable adjustments will only be considered if they are made on the appropriate claim forms available from Blackboard, signed by the claimant and submitted with appropriate evidence. Email or other electronic submission is not normally acceptable.

1. **Reasonable Adjustments**

* 1. A student who believes that their studies are being affected by recurrent or continuing adverse circumstances should inform the Course team or Higher Education Delivery Manager (HEDM)/Programme Manager of their course at the earliest opportunity and present a claim using the Reasonable Adjustments claim form (which is now available as a Microsoft Form).

* 1. The student should attach 3rd party documentary evidence in support of their claim.

* 1. Reasonable adjustment is available to afford fairness to all students. It does not allow for leniency in marking and the work should be marked to the same marking scheme and standards as for other students being assessed. However, where students are formally diagnosed with a Specific Learning Difficulty (SpLD) then markers should not unduly penalise spelling, punctuation and grammar as long as the content and meaning is clear.

* 1. The request should be made as early as possible to allow sufficient time for any special arrangements required to be put in place.

**Ideally, the completed claim form along with accompanying evidence should be submitted to the HE Office team at least six weeks before the date of any assessment for which an allowance is requested and preferably at, or before, the start of the programme of study.**

* 1. Claims for admission to the Reasonable Adjustments Register will be considered by the Head of Higher Education who will consult academic and specialist colleagues, where necessary, before making a decision.

* 1. The Head of Higher Education is not restricted in the variety of reasonable adjustments that can be made, but the following are likely to be the most usual:
     + SpLD “Pink Sheet” where markers should not unduly penalise spelling, punctuation and grammar as long as the content and meaning is clear
     + Flexible hand-in dates for assessments (normally up to two extra weeks to be available).
     + Extra time in exams (normally up to 25% extra time)
     + Rest breaks for live assessments
     + Other exam arrangements (such as use of a computer)
     + Coloured paper/overlays (overlays to be provided by the student)

* 1. The School of Higher Education Secretary will add the student’s details to the reasonable adjustments Register and write to the student to advise of the outcome and any reasonable adjustments they have been granted.

* 1. The School of Higher Education Secretary will notify the relevant HEDM /Programme Manager and Course Leader of any reasonable adjustments that are granted.

* 1. The relevant HEDM/Programme Manager and Course Leader will ensure that the necessary arrangements are put in place for any reasonable adjustments that relate to their students.

* 1. The HE Office will update ATS with any SpLD Reasonable Adjustments (pink sheets).

* 1. The HE Office will inform the Secretary to the Module Assessment, Referral, or Awards Board to ensure that all reasonable adjustments are reported to the Assessment Board to which they relate.