

## Reasonable Adjustments Policy and Procedure for Corporate & Professional Qualifications

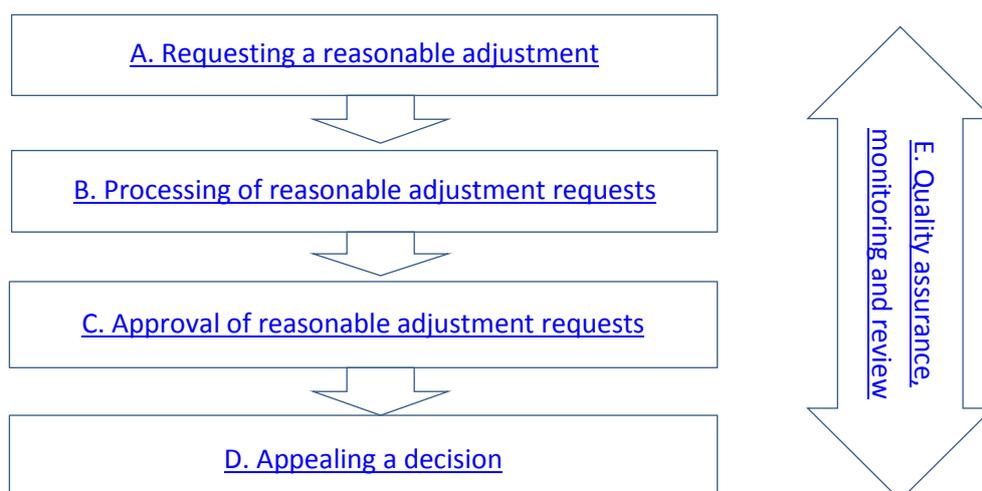
The Reasonable Adjustment Policy and Procedure for Corporate & Professional Qualifications applies to students for whom the standard arrangements for learning materials, the delivery of, and response to, the assessment may adversely affect their ability to demonstrate their true performance level.

### Summary of Policy

We are committed to providing an inclusive educational experience for our students, regardless of any disabilities or learning difficulties they may have and realise that, without reasonable adjustment, students may be prevented from demonstrating their true level of ability during an assessment. This policy is designed to ensure that we:

- provide an assessment and awarding system that supports equality and fairness to our students
- maintain the integrity and security of the assessment process.

The Reasonable Adjustments Policy recognises, but is not limited to, the protected characteristics identified in the Equality Act 2010. It also applies to those students who have a specific learning difficulty or disability that has been notified prior to the assessment. We will, subject to approval, put into place reasonable adjustments to mitigate the impact of the identified disadvantage.



## Section A - Requesting a reasonable adjustment

- 1.1** We recognise, but are not limited to, two major categories of special educational need, which may lead to the provision of reasonable adjustments:
- Permanent or long standing disability, illness or special educational need, e.g. blindness, diabetes, dyslexia;
  - Temporary disability, illness or indisposition, e.g. broken arm, chronic pain.
- 1.2** For requests based upon permanent or long-standing disability, illness or special educational needs the student should advise us when applying for the relevant award.
- 1.3** For requests based on temporary disability, illness or indisposition the student should advise us of the request at the earliest opportunity.
- 1.4** For individual requests a written request should be submitted to our Student Support office using the [Reasonable adjustment form](#).
- 1.5** Each individual request must be:
- Supported by relevant independent evidence from a medical professional, occupational health, educational psychologist or other recognised educational expert;
  - Made to us at least eight weeks prior to the date when the adjustment will need to be in place. If a request comes in after the recommended eight weeks, we will assess each request on a case by case basis but may not be able to put the adjustment in place in time for the assessment and may be subject to exam booking availability.
- 1.6** Given the individual nature of reasonable adjustments, students are recommended to contact the Student and Customer Services team by telephone on +44 (0)1227 818609 or email [customerservices@libf.ac.uk](mailto:customerservices@libf.ac.uk) for an informal discussion before they submit a request. This will allow both the student and us to fully understand the nature of the request and advise on the type of supporting evidence required.
- 1.7** We are not responsible for obtaining evidence to support a request for reasonable adjustments, but will provide advice on its requirements and the consequent suitability of any evidence.
- 1.8** We reserve the right not to put in place reasonable adjustments if appropriate evidence is not provided by the student.
- 1.9** We will:
- Only implement a reasonable adjustment that maintains the reliability and integrity of an assessment; and

- Not implement any reasonable adjustment that invalidates the assessment requirements for an award or in such a way that may adversely affect other students.

- 1.10** In cases where reasonable adjustments are implemented in response to a specific student request under this policy, we will not normally consider further compensation for the identified disadvantage.
- 1.11** Any information supplied by the student in respect of a claim for reasonable adjustments will be treated as confidential and will only be supplied to staff on a need to know basis. Information on the reasonable adjustment may be shared with electronic testing centres administering examinations on our behalf.
- 1.12** If, at any time, we find that a reasonable adjustment claim was fraudulent, we reserve the right to withdraw any award made as a result of assessments undertaken with reasonable adjustment.

## **Section B - Processing of reasonable adjustment requests**

- 2.1** Each request will be acknowledged within five working days. Subsequently, and normally within a further ten calendar days, the Student Support Services team will contact the student with the outcome.
- 2.2** If the Student Support Services team are unable to immediately identify or agree an adjustment(s) they will advise the student in writing of the timescale for resolving the matter and will ensure that the student/centre is kept fully informed of progress.
- 2.3** For Pearson VUE exams, the Student Support Services team will contact Pearson VUE to confirm the agreed adjustments once the application has been processed. The student will then be contacted within up to five working days with exam booking instructions.

## **Section C - Approval of reasonable adjustment requests**

- 3.1** For individual requests, the Student Support and Services team will confirm the reasonable adjustment in writing.
- 3.2** We aim to implement an equitable assessment / examination system that does not disadvantage any of our students or call into question the security or integrity of our qualifications. Therefore, when a student makes an application for reasonable adjustments, each application is judged upon its individual merits.
- 3.3** Should the student's circumstances change or s/he wishes to request a further adjustment, the student should contact the relevant team as set out above. The student may be required to provide additional evidence to support any changes to the reasonable adjustment.

## **Section D - Appealing a decision**

- 4.1** Should a student be unhappy with the result of a request for a reasonable adjustment, they may appeal the outcome in accordance with the [Appeals Policy](#).

## **Section E – Quality assurance, monitoring and review**

- 5.1** Records of all applications for reasonable adjustments, and their outcomes, are maintained by us for a period of at least five years.
- 5.2** The policy and procedures are formally approved by the Concessionary Board.
- 5.3** The policy and procedures have been developed to comply with all relevant legislation, including the Equality Act 2010, and have been externally benchmarked to be in line with recognised best practice.
- 5.4** We are subject to regulation by the qualifications regulatory authorities, Ofqual, Qualifications Wales and CCEA.