



Reasonable Adjustments & Special Considerations Policy

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Policy Statement

This policy is provided for Greenbank College students and staff to ensure they deal with all reasonable adjustment and special consideration requests for courses and qualifications in a consistent manner. All procedures are in accordance with JCQ guidelines released for 2022-2023.

Statement of principles

Greenbank College is committed to complying with all current legislation in relation to the development and delivery of qualifications. The College is committed to ensuring all students have fair and equal access to assessment where possible and practical. A reasonable adjustment may be required where a learner has a disability, medical condition, learning needs or is indisposed at the time of assessment.

Legislation includes the Equality Act 2010. Guidance is provided by JCQ (2022, page 11).

Definition of reasonable adjustment

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.

Reasonable adjustments may involve:

- Changing usual assessment arrangements
- Adapting course materials as and where possible
- Providing additional assistance as and where possible
- Providing additional time to complete an assessment

Reasonable adjustments are approved or set in place by the awarding body before assessment takes place.

Requesting reasonable adjustments

Students must make relevant staff members aware of any reasonable adjustments they require. Staff members are responsible for applying to the awarding body with any reasonable adjustment request (where appropriate). Any requests must be made 7 days in

advance of any assessment being undertaken and in line with the awarding bodies own policy relating to adjustments and special considerations.

Please refer to JCQ 2022, pages 29 onwards.

Definition of special considerations

Special considerations can be applied after an assessment, if there was any genuine reason the learner may have been disadvantaged at the time of assessment. Any requests to an awarding body must be made by a Greenbank College staff member within 5 days of any assessment taking place and in line with the awarding bodies own policy.

Examples of special considerations:

- Illness and injury
- Some other event out of the learners 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 this policy must be saved and stored securely by Greenbank College. Access to these documents and information will be granted to the awarding body upon request.

For further information, refer to Equality Act 2010 and JCQ 2022, P7

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Agreed by Greenbank Board of Trustees

A handwritten signature in blue ink, appearing to read 'Alan Irving', with a stylized flourish at the end.

Dr Alan Irving, Chairman