

Reasonable Adjustment and Special Consideration Procedure

1. Introduction:

1.1 Purpose:

The purpose of this Reasonable Adjustment and Special Consideration Procedure is to ensure that all students at XYZ College have equal access to educational opportunities and assessments. This policy aims to provide reasonable adjustments and considerations to accommodate students with disabilities, medical conditions, or other extenuating circumstances, allowing them to participate fully and perform to their best ability.

1.2 Scope:

This policy applies to all students enrolled in academic programs at XYZ College and covers both formal assessments and other academic activities.

2. Definitions:

2.1 Reasonable Adjustment:

A reasonable adjustment refers to a modification or adaptation made to ensure that students with disabilities or medical conditions have equal access to educational opportunities, assessments, and learning experiences.

2.2 Special Consideration:

Special consideration is a process that takes into account exceptional circumstances beyond a student's control that may have affected their ability to perform to their usual standard in assessments.

3. Provision of Reasonable Adjustments:

3.1 Application for Reasonable Adjustment:

Students who require reasonable adjustments to accommodate their disability or medical condition should submit an application to the college's Student Support Services. The application should be accompanied by relevant medical documentation or assessments.

3.2 Assessment of Application:

The college's Student Support Services will assess the application and supporting documentation to determine appropriate and reasonable adjustments based on the individual needs of the student.

3.3 Communication with Faculty:

Upon approval of reasonable adjustments, Student Support Services will communicate with the relevant faculty members to ensure the implementation of the adjustments during assessments and academic activities.

3.4 Confidentiality:

All medical information and documentation related to the application for reasonable adjustments will be treated with utmost confidentiality, following the college's privacy policy.

4. Types of Reasonable Adjustments:

4.1 Assessment Accommodations:

Reasonable adjustments may include extended assessment time, provision of a quiet environment, or alternative assessment formats.

4.2 Learning Support:

Students may receive additional learning support, such as note-taking assistance or access to assistive technology.

4.3 Physical Accessibility:

The college will make efforts to ensure that all facilities and classrooms are accessible to students with physical disabilities.

5. Special Consideration Process:

5.1 Application for Special Consideration:

Students who experience exceptional circumstances, such as illness, bereavement, or significant personal issues, that may impact their performance in assessments, should submit an application for special consideration to the college's Academic Affairs Office.

5.2 Supporting Evidence:

The application for special consideration must be accompanied by relevant supporting evidence, such as medical certificates or official documentation.

5.3 Evaluation of Application:

The Academic Affairs Office will evaluate the application and supporting evidence to determine whether special consideration is appropriate and warranted.

5.4 Implementation of Special Consideration:

If approved, the relevant faculty members will be informed of the special consideration granted to the student, and appropriate adjustments will be made to assessments.

6. Appeal Process:

6.1 Appeal Rights:

Students have the right to appeal any decision related to reasonable adjustments or special consideration if they believe the decision was not handled appropriately or if there are new relevant circumstances.

6.2 Appeal Procedure:

Appeals must be submitted in writing to the college's Appeals Committee within the specified timeframe outlined in the college's academic regulations.

7. Review and Updates:

7.1 Review:

This Reasonable Adjustment and Special Consideration Procedure will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations.

7.2 Updates:

Necessary updates to this procedure will be made to reflect changes in legislation or college policies.

By implementing this Reasonable Adjustment and Special Consideration Procedure, Presidency London College seeks to create an inclusive and supportive learning environment that allows all students to reach their full academic potential, regardless of individual circumstances or challenges.