



Reasonable Adjustments and Special Considerations Policy

LSMS – Reasonable Adjustments and Special Considerations Policy

Date: 14/11/2022. Version: V1.0

1. Purpose

The purpose of reasonable adjustments and special considerations policy is to ensure that learners can have fair access to learning and assessment. London School of Social and Management Sciences is committed to providing equality of opportunity for all, irrespective of:

- Age
- Disability
- gender identity (a personal sense of one's own gender. This can correspond to or differ from the sex we are assigned at birth) marriage or civil partnership
- pregnancy and maternity
- race (includes race, colour, nationality (including citizenship), ethnic or national origins)
- religion or belief including philosophical belief and a lack of belief
- sex
- sexual orientation (including civil partnership status)

The college has a comprehensive policy on Equality and Diversity to meet its objectives. We endeavour to achieve:

- All learners are supported to access, succeed in and progress
- They receive a high-quality academic experience and value for money
- They are able to progress into employment or further study
- Their qualifications hold their value over time.

Our values based on equality and inclusiveness in status, rights, and opportunities. We believe in equality of opportunity for every learner. We are engaged in pursuing continuous development in achieving more excellence in providing education and standards of service to all our students and stakeholders.

Assessment is a fair test of learners' knowledge and what they can do, however, for some learners the usual format of assessment may not be suitable. We ensure that assessments do not inappropriately bar learners from taking our qualifications. The provision for reasonable adjustments and special consideration arrangements is made to ensure that learners receive recognition of their achievement so long as the equity,

validity and reliability of the assessment judgements can be assured. Such arrangements are not concessions to make assessment easier for learners, nor advantages to give learners a head start.

2. Reasonable Adjustments

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 in a learning or assessment situation. Learners who require a reasonable adjustment are likely to be identified at enrolment.

The College requires the learners to declare their need at the time of enrolment. This is done via the application form and/or at interview. The College seeks their permission to pass this information on to other staff and the concerned awarding bodies as appropriate. The expectation therefore is that the centre will make the required amendments from the start of the programme of learning.

However, reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- Altering standard assessment arrangements, for example allowing learners extra time to complete the assessment activity.
- Adapting assessment materials, such as providing materials in large print.
- Providing a sign language interpreter or a reader to ensure learning takes place and the rules for assessment are clear.
- Re-organising the teaching and assessment rooms so they are accessible to learners with physical disabilities.

At the College, the reasonable adjustments are agreed by the appropriate member of staff and set in place before the learning and assessment activities take place. They constitute an arrangement to give the learner access to the learning and assessment activity which are integral to the programme of study. To implement this policy, the College also considers other factors, such as health and safety etc. The College does not take reasonable adjustment policy into consideration during the assessment of a learner's work as it has already been made.

3. Special Considerations

Special considerations can be applied before or after an assessment if there is a reason that the learner may have been disadvantaged at the time of the assessment.

Reasons for special consideration could be temporary illness, injury, or adverse circumstances at the time of the assessment. The College has a policy on separate policy on extenuating circumstances and appeals procedures.

4. Extenuating circumstances (ECs)

During the time with us, the learners might experience significant personal difficulties. Extenuating circumstances (ECs) are events that affect student performance in assessments which are unforeseen, unpreventable and out of your control. Some examples of extenuating circumstances are:

- Illness
- Hospitalisation
- family illness
- bereavement
- IT and/or computer failure during online examinations
- acute Personal/Emotional Circumstances
- pregnancy
- victim of crime
- domestic disruption
- representing the University at a national event or involvement in some other significant/ prestigious event
- jury service (UK)
- court attendance (UK)
- any other affecting or disrupting studies/performance

What are not Extenuating circumstances?

- transport issues
- holidays
- accommodation disturbances
- misreading the examination timetable
- paid employment or voluntary work
- exam stress
- foreseeable/preventable circumstances

- scheduling of assessments/deadline
- being reluctant to disclose the circumstances for any reason
- submitting the same extenuating circumstances more than once except where the student has accessed appropriate support to manage the circumstances but there is an unexpected acute episode at a particularly significant time.
- criminal conviction
- withdrawal of IT facilities or suspension for reason of debt
- Learners cannot enter a request for special considerations for assessment solely on the grounds of disability or learning difficulty such a request will be dealt with through the special arrangements process.

When to submit an extenuating circumstance claim?

For Coursework: Claims must be submitted before the coursework deadline

For timetabled Examinations/Assessments: Claims must be submitted within 7 days of the affected examinations.

A paper form is available at our Admin Office. The students can obtain the form from the Admin Office and submit back to them as early possible with possible documentary evidence.

5. Appeals

Students have the right to appeal the Extenuating Circumstances Committee and/or a Board of Examiners decision but only on the following grounds:

Those extenuating circumstances were divulged but:

There was a procedural error in the decision taken by an Extenuating Circumstances Committee or Board of Examiners when considering the circumstances; or

You have new or additional material evidence, which, for a valid reason, you were unable to provide at the time of submitting the extenuating circumstances claim. The College has separate policy on Complaint and Appeals Procedures.

The College has the responsibility to ensure that the process of assessment is robust and fair and allows the learner to demonstrate their knowledge, skills and

understanding without compromising the level of the qualification, the learning outcomes which need to be achieved and the assessment criteria.

6. Appropriateness

When considering whether an adjustment to assessment is appropriate, the College will consider the following:

- there must be evidence to show why decisions on adjustments have been made.
- learners should potentially be able to achieve the assessment requirements. Adjustments to assessment should not compensate the learner for lack of knowledge and skills. The learner must be able to cope with the content of the assessment and be able to work at the level required for the assessment.
- any adjustment to assessment must not give the learner an unfair advantage nor should it disadvantage the learner. The qualification of a learner who has had an adjustment to assessment must have the same credibility as that of any other learner.
- any adjustment to assessment must be based on the individual needs of the learner at that point in time. Decisions about adjustments to assessment will be taken after careful consideration of the assessment needs of each individual learner, the assessment requirements of the qualification and the nature and extent of the support given as part of normal teaching practice. The College does not assume that the same adjustment will be required for all assessments.

7. Responsibilities of the College

7.1 Recruiting Learners

The college is committed to judge all the admission applications on pure merit basis and treat the individual applicants with respect and dignity. The college provides an environment free from discrimination, bullying, harassment or victimisation to each individual involved in student recruitment, selection, and admission process including the prospective applicants.

The college is committed to providing equality of opportunity for all, irrespective of:

- Age

- Disability
- gender identity (a personal sense of one's own gender. This can correspond to or differ from the sex we are assigned at birth) marriage or civil partnership
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The college has a comprehensive policy on Equality and Diversity and it is applicable to all applicants, students and staff.

7.2 Recruitment, Admissions and Widening Participation

The College provides a professional recruitment and admissions service to all applicants. The Admission Committee/ Officers are responsible for:

- Determining selection criteria and setting up transparent assessment processes.
- Academic decisions and making offers to individual applicants, recording justifications for decisions, and providing feedback as appropriate.
- Providing accurate and relevant information to prospective students.
- Communicating with applicants during the admissions process, providing information about the format of interviews and post-application visit days and the nature of any assessment or selection practices.
- Ensuring admissions procedures are fair, consistently applied and compliant with the College admissions policy.
- Providing information on international qualification equivalencies ensuring fairness and consistency of interpretation.
- Ensuring full student support from initial enquiry to registration process
- Providing information, advice and guidance to prospective students from all backgrounds.

We believe in fair recruitment policy. We widely advertise our student recruitment process on the college website and social media pages.

7.3 Provision of Information

The college is committed to provide timely, accurate and appropriate pre-entry information and support to prospective students. Our recruitment and admissions activities are informed by a commitment to the provision of impartial advice and guidance and support for applicants to enable them to make informed decisions.

7.4 Accuracy

We are committed to providing accurate and detailed information on the nature of our courses, their structure, duration, modes of assessment, tuition fees and other additional costs. We publish Student Handbook for each of the course which contains all this information. We have a dedicated policy page on our website. This page is divided into two sections: School Policies and Student Information. The Student Information Section has course handbook, enrolment policy and other necessary documents for students. <https://lsms.ac/information-centre>

7.5 Transparency

Information about our courses is broadly communicated through multiple channels including the college website, course brochures, digital communications, open days, post-application visits days The information includes entry requirements, course specific selection and assessment criteria and processes, course structure, teaching and learning, coursework and assessment, fees, attendance requirements, professional accreditation, and employability outcomes.

7.6 Timeliness

We ensure that the information we provide is accurate when it is published. Printed materials such as the subject-specific literature is prepared before a course begins. We keep updating new information through our website, digital communication, and social media channels.

The College ensures that learners are aware of:

- the range of options available, including any reasonable adjustments that may be available, to enable the demonstration of attainment across all required assessment.
- the rules for special considerations

- any restrictions on progression routes to the learner as a result of not achieving certain units.

8. Services for learners who need Reasonable Adjustments and Special Considerations

The College welcomes applications from people with a disability, medical condition or who may require additional support needs. Applicants are encouraged to disclose this information at the point of application. This will not affect an applicant's chances of receiving an offer but will enable our designated Disability Advisory and Support Service (DASS) Officer to provide support and advice. Applicants who may not wish to disclose details this way, or those wanting to make contact pre-application, may approach the DASS Officer directly. The College has the special arrangements in place for the learners who need reasonable adjustments and special considerations.

- Use of a reader
 - Electronic blackboard
 - Projector
 - Use of recorded audio
 - Use of videos
 - Use of word-processing
 - Use of coloured overlays
 - Extension in time to complete the tasks in the assignments
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