



# INTERNAL PROCEDURE

## **Title: Higher Education Reasonable Adjustments Procedure**

<b>POLICY HOLDER:</b>	<b>Assistant Principal HE and Adults</b>
<b>SMT OWNER:</b>	<b>Vice Principal Curriculum and Quality</b>
<b>APPROVAL BOARD:</b>	<b>AMB/JBoS/LTC</b>
<b>VERSION NO:</b>	<b>12</b>
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**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.



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### Amendments log

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		
August 2023	12	Update to section 3.3, 3.6, removal of section 3.11 (HE Office processes) Inclusion of September 2022 Addendum into the main document (3.6). Removal of HE Secretary to be replaced with Higher Education Office.		

## 1. Purpose and Scope

- 1.1. 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.
- 1.2. The procedures apply to all programmes governed by either the Norfolk Regulatory Framework or the UEA PI Regulations for Bachelor and Foundation Degree Awards.
- 1.3. This document will be published on: Blackboard – Higher Education – Regulations & Procedures.

## 2. General Regulations – Reasonable Adjustments

- 2.1. It is the responsibility of the student to invoke the Reasonable Adjustments Procedure if they feel that it is justified.
- 2.2. 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.

## 3. Reasonable Adjustments

- 3.1. 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 or the Student Support Office at the earliest opportunity and present a claim using the Reasonable Adjustments claim form (which is now available as a Microsoft Form).
- 3.2. The student should attach 3<sup>rd</sup> party documentary evidence in support of their claim.
- 3.3. 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.
- 3.4. 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.**

- 3.5. 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.

3.6. 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 Flag” where markers should not unduly penalise spelling, punctuation and grammar as long as the content and meaning is clear.
- “Green Flag” for live assessments where body language and other diagnosed neurodivergent traits will not be unduly penalised.
- 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)

Please see below how these adjustments will be operationalised:

i Other Exam arrangement:

Small/ Quiet rooms:

All classrooms at Norfolk House, Easton, Ipswich Road, and the IAN are considered small/quiet rooms. This is to distinguish them from Examination halls of large capacity. Students with existing RAs specifying a maximum occupancy will have this honoured.

Students may request to be allocated an individual room where they have a specific requirement such as:

- o Scribe
- o Read allowed
- o Read to write software
- o Medical condition (must be evidenced)

Use of Computers during live assessments:

The use of computers- students do not have to be separated from other learners, but, if possible, computer users could be placed in another room (grouped together) so not to be a distraction to others sitting the exam.

ii Rest Breaks:

Rest breaks - a student can have as many as they want / need. There is no limit to the number or the duration of these as long as they do not impact on the integrity of the assessment (if this is the case the student will need to apply for a Concession).

Rest breaks during presentations - students should be at the end of the running order in case they do go over the time slot allocated to them; the clock should be stopped during the assessment to allow for the rest break. A concession may be required for some students depending upon the nature of the associated Learning Outcomes.

iii Overlays and Coloured paper:

Where a student has a paper-based exam, the exam paper and answer booklet (where applicable) will be provided on the identified paper colour as per the student’s SpLD assessment by the Examinations team/ Invigilator as part of the ‘Examination pack.’

Where a student has a computer-based assessment, the laptop or PC that they are operating will be provided with ColorVeil to enable the screen colour to be changed.

Overlays - Students will be provided with one overlay following a SpLD assessment. Students are responsible for providing their own overlays in examinations. Students can collect 1 overlay free of charge (when showing evidence of their need) from B29a at Ipswich Road, the Tutorial Supervisor at Norfolk House (NH3-01) and JB038 at Easton, International Aviation students upon request. These can also be purchased from Library Helpdesks.

- 3.7. The Higher Education Office 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.
- 3.8. The Higher Education Office will notify the relevant HEDM /Programme Manager and Course Leader of any reasonable adjustments that are granted.
- 3.9. 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.
- 3.10. The HE Office will update ATS with any SpLD Reasonable Adjustments (pink and green flags).