

INTERNAL PROCEDURE

Title: Special Allowances Procedure

POLICY HOLDER:	Assistant Principal HE and Adults
SMT OWNER:	Deputy Principal
APPROVAL BOARD:	AMB/JBoS/LTC
VERSION NO:	10
LAST REVIEWED:	August 2021

Summary: Special Allowances 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.



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		

1. Purpose and Scope

- 1.1. The purpose of the Special Allowances 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 BIM Regulations
- 1.3. This document will be published on: Blackboard – HE@ CCN – Regulations, Policies & Procedures.

2. General Regulations – Special Allowances

- 2.1 It is the responsibility of the student to invoke the Special Allowances Procedure if they feel that it is justified.
- 2.2 Requests for Special Allowances 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. Special Allowances

- 3.1 A student who believes that their studies are being affected by recurrent or continuing adverse circumstances should inform the Academic Leader/Programme Manager of their course at the earliest opportunity and present a claim using the Special Allowances claim form.
- 3.2 The student should attach documentary evidence in support of their claim.
- 3.3 Special Allowance 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. However, where students are formally diagnosed with a Specific Learning Difficulty (SpLD) then markers should not unduly penalise spelling, punctuation and grammar as long as the content and meaning is clear.
- 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 Academic Leader/Programme

Manager 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 Special Allowances 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 Deputy Head of School is not restricted in the variety of special allowances that can be made, but the following are likely to be the most usual:
 - 4.6.1 SpLD “Pink Sheet”
 - 4.6.2 Flexible hand-in dates for assessments
 - 4.6.3 Extra time in exams
 - 4.6.4 Coloured paper/overlays
- 3.7 The School of Higher Education Secretary will add the student’s details to the Special Allowances Register and write to the student to advise of the outcome and any Special Allowances they have been granted.
- 3.8 The School of Higher Education Secretary will notify the relevant Academic Leader/Programme Manager and Course Leader of any Special Allowances that are granted.
- 3.9 The relevant Academic Leader/Programme Manager and Course Leader will ensure that the necessary arrangements are put in place for any Special Allowances that relate to their students.
- 3.10 The HE Office will update ATS with any SpLD Special Allowances (pink sheets).
- 3.11 The HE Office will inform the Secretary to the Module Assessment, Referral, or Awards Board to ensure that all special allowances are reported to the Assessment Board to which they relate.