

## **Reasonable Adjustments and Special Consideration Policy and Procedure**

### **Introduction**

The Procurement Academy shall ensure that all students have an equal opportunity to demonstrate their knowledge, skills or understanding to the level of attainment required within each qualification, and those barriers to entry are removed where possible. It is the responsibility of The Procurement Academy to ensure that appropriate adjustments are made for students during the learning process.

### **Scope**

This policy applies to all students enrolled at The Procurement Academy and covers adjustments in teaching, learning, assessment, and the provision of study materials and facilities.

### **Reasonable Adjustments**

Reasonable adjustments refer to modifications or accommodation made to ensure that students with disabilities or specific learning needs can fully participate in educational activities. These adjustments should not compromise the academic integrity of the course or place undue burden on the institution  
Adjustments to the assessment process will typically be made in the following circumstances:

#### **Types of Reasonable Adjustments available**

- **Teaching Adjustments:**
  - Provision of lecture notes and materials in alternative formats (e.g., large print, Braille, audio)
  - Use of assistive technologies in the classroom
  - Flexibility in attendance requirements
- **Assessment Adjustments:**
  - Additional time for exams and assessments
  - Use of readers, Scribes or transcribers.

**Please note that Reasonable Adjustments for exams will be in accordance with the awarding bodies Reasonable Adjustment Policy.**

- **Facility Adjustments:**
  - Ensuring physical accessibility to classrooms and facilities
  - Reserved seating arrangements
  - Provision of specialized equipment (e.g., ergonomic furniture)

#### **Procedure for applying for a Reasonable Adjustment**

All students must disclose their needs for reasonable adjustment when enrolling with The Procurement Academy, so that their needs can be assessed and an implementation plan agreed, which will be reviewed at regular intervals.

**Students with physical, sensory or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.**

Under equalities legislation, students are deemed to have such impairment if they can show that the condition:

- is more than minor or trivial
- has an effect that has lasted or is likely to last for at least twelve months
- affects everyday things like eating, washing, walking and going shopping.

Supporting evidence will be required in all cases. Evidence could include medical reports from doctors, psychiatrists, educational psychologists, specialist teachers, or funding agencies.

### **Students with temporary physical, sensory or mental impairment**

Students are deemed to have a temporary physical, sensory or mental impairment if the condition is under one year's duration and is likely to improve. Examples of temporary disability could include broken limbs or injury to hands which could impair a candidate's ability to write. Supporting evidence will be required in all cases.

If a candidate applies for an adjustment due to a temporary physical, sensory or mental disability, evidence must be re-submitted at monthly intervals.

### **Responsibilities**

- **Students:**
  - Disclose needs in a timely manner and provide necessary documentation.
  - Engage with the support process and communicate any concerns.
- **Staff:**
  - Ensure awareness of and compliance with this policy.
  - Implement agreed adjustments and provide feedback on their effectiveness.
- **Student Support Services:**
  - Assess adjustment requests and develop IAPs.
  - Monitor and review the implementation of adjustment
  - **Special Consideration**

### **Eligibility for Special Consideration:**

Students may apply for special consideration if their performance is adversely affected by:

- Medical conditions (physical or psychological)
- Personal circumstances (bereavement, significant personal crisis)
- Other unforeseen events

### Application Process:

- **Submission:** Applications must be submitted within 7 days of the situation arising for special consideration.
- **Documentation:** An e mail must be sent to [admin@theprocurementacademy.com](mailto:admin@theprocurementacademy.com) explaining the reason for Special consideration and Appropriate supporting evidence must be provided. e.g. letter from a doctor / hospital /authorized person

### Types of Special Consideration:

- Extensions for assignments
- Deferred exams
- Adjusted marks
- Alternative assessments
- Exam Assessments, **This will need to be in accordance with the awarding organisations Reasonable adjustment and special consideration policy which are generally available on their website**

### Decision-Making Process:

- Applications will be reviewed by The Procurement Academy
- Decisions will be communicated to students within 5 days of submission or when relating to exam related issues will be in accordance with the awarding bodies Policy.

### Appeals:

- Students have the right to appeal the decision within 5 days of notification for non-exam issues.
- Appeals must be submitted in writing with additional supporting evidence.
- Appeals for exam results will be in accordance with the awarding bodies Reasonable adjustment and Special Consideration Policy.

**Confidentiality:** All applications and supporting documents will be treated with strict confidentiality

DOCUMENT CONTROL				
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