

Reasonable Adjustments and Special Considerations Policy

1. Purpose and Scope

The purpose of this policy is to ensure that all students of SCL International College have a fair and equal opportunity to demonstrate their knowledge, skills, and abilities. This policy outlines the provision for reasonable adjustments and special considerations for students with disabilities, medical conditions, or any other legitimate need that might affect their ability to complete assessments under standard conditions.

2. Definitions

Reasonable Adjustments: Any actions taken to ensure that learners with a disability or other conditions are not substantially disadvantaged when undertaking an assessment.

Special Considerations: Consideration given to a learner who has temporarily experienced an illness, injury, or adverse circumstance that may affect their assessment performance.

3. Principles

All students should be assessed fairly, equitably, and without disadvantage due to disability or any other circumstance.

Reasonable adjustments should not give an unfair advantage to the student.

Special considerations should not alter the assessment standards.

4. Reasonable Adjustments

Students requiring reasonable adjustments should inform the College well in advance, preferably at the time of enrolment or as soon as a need arises.

The specific adjustment provided will be based on individual needs. Common adjustments include, but are not limited to:

Extended time for assessments

Modified assessment materials

Use of assistive technology

Alternative assessment methods

5. Special Considerations

Special considerations can be applied after an assessment if a student believes they were disadvantaged during the assessment.

Reasons for special considerations include illness, injury, or adverse circumstances.

Applications for special considerations must be made within 7 days of the assessment date, accompanied by relevant documentation (e.g., medical certificate).

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6. Procedure

Students must submit a written request for reasonable adjustments or special considerations to the College's Student Support Services.

The request should detail the specific condition or circumstance, suggested adjustments, and be accompanied by relevant supporting documentation.

The Academic Manager will review special consideration requests on a case-by-case basis.

Final decisions on all reasonable adjustments and special considerations are approved by the Principal.

The College will communicate the outcome to the student within 14 days of receiving the request.

Any disagreements regarding the decisions can be addressed through the College's grievance procedure.

7. Responsibilities

The College is responsible for ensuring that staff is trained on this policy and its implementation.

Students are responsible for timely communication of their needs and providing relevant documentation.

8. Review

This policy will be reviewed annually and updated as necessary to ensure it remains relevant and compliant with relevant legislation and best practices.

9. Confidentiality

All personal information related to this policy will be handled with utmost confidentiality and in line with the College's Data Protection Policy.

Last Reviewed: May 2023 by Paul Clarke and Gary Speirs

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