

REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS

1. Policy

- a) The Business School (UK) Ltd (TBS) aims to provide the same access to assessment for candidates with requirements for reasonable adjustments or special considerations as for all other candidates. TBS seeks to remove barriers within the assessment process which place candidates with special needs or circumstances at a disadvantage, without thereby affording them an advantage over other candidates.

2. Reasonable Adjustments

- a) Reasonable adjustments cover such things that can usually be foreseen and planned for, such as access issues, disability or learning difficulties, and consideration of these should be made during the enrolment and learning plans stage.
- b) Reasonable adjustments concerning assessments must be locally agreed between the learner and the TBS Operations Director, in accordance with the specifications. Learners are asked whether they wish to declare any issues during the enrolment process and this is the optimum time to address any issues. In the case of more significant reasonable adjustments **MUST** be agreed in writing as early as possible within the programme with the Operations Director, and before being implemented. TBS may liaise with the relevant Awarding Organisation for further support and information before reaching agreements.
- c) Where the reasonable adjustments are significant enough to be subject to written agreement from TBS, a copy of this **MUST** be attached to the work when it is submitted for assessment. It is the responsibility of the Lead Internal Verifier to ensure that such information is considered for both internal and external verification.

3. Examples of Reasonable Adjustments

- a) The following provides examples of how the policy may be applied – it is not an exhaustive list.
 - i. **Hearing Impairment**

Arrangements may include the use of communicators/interpreters, extra time allowance and mechanical/electronic aids. In addition, candidates whose hearing loss results in a possible linguistic disability may be provided with assessments with appropriately modified wording, as recommended by a specialist teacher of the deaf.
 - ii. **Visual Impairment**

Arrangements may include an amanuensis, a reader, tapes, question papers with large print, Braille or Moon, use of a keyboard to produce typescript answers or raised type responses to a question paper, extra time allowance in a written, time-constrained assessment, and appropriate mechanical/electronic aids.
 - iii. **Physical Impairment**

In cases of physical impairment incapacities, candidates may be allowed the use of a reader, amanuensis and/or interpreter, extra time allowance in a written, time-constrained assessment and appropriate mechanical/ electronic aids.

iv. Learning Difficulties

In the case of candidates with specific, diagnosed learning difficulties/dyslexia, arrangements may include an amanuensis and/or a reader, extra time allowance, tapes and use of a keyboard to produce typescripts of answers. Arrangements for candidates with other learning difficulties may include an amanuensis and/or a reader, extra time allowance in a written, time-constrained assessment and other audio/visual aids as appropriate to the needs of the individual.

v. Medical Conditions

In cases of candidates with medical conditions such as diabetes, epilepsy and respiratory disorders, individual cases will be considered on their merits and with consideration to other candidates undertaking assessment. Where genuine medical reasons prevail, additional time allowance in a written, time-constrained assessment can be considered – each case being decided upon its merits.

vi. Hospitalisation or Confinement to Home

In such cases, arrangements can normally be made by the centre for assessments to be held in hospital or at home, where this is essential. (Additional invigilation and administration fees may apply).

4. Special Considerations and Arrangements

- a) Special considerations are measures taken on the day or even after the assessment that help to cope with such things illness, bereavement, injury, interruptions, etc that were not predicted either at the beginning or during provision and planning, but could have had an impact on the candidate's performance during assessment activities.
- d) Special arrangements concerning assessments must be locally agreed where possible with the TBS Operations Director, in accordance with the specifications.

5. Examples of Reasonable Adjustments

- b) The following provides examples of how the policy may be applied – it is not an exhaustive list.

i. Temporary Visual Impairment

Arrangements may include an amanuensis, a reader, tapes, question papers with large print, use of a keyboard to produce typescript answers to a question paper, extra time allowance in a written, time-constrained assessment, and appropriate mechanical/electronic aids.

ii. Temporary Physical Impairment

In cases of temporary incapacities, candidates may be allowed the use of a reader, amanuensis and extra time allowance and appropriate mechanical/ electronic aids.

iii. Medical Conditions

In cases of candidates with medical conditions, individual cases will be considered on their merits. Where genuine medical reasons prevail, additional time allowance in a written, time-constrained assessment can be considered – each case being decided upon its merits.

iv. Hospitalisation or Confinement to Home

In such cases, arrangements can normally be made by the centre for assessments to be held in hospital or at home, where this is essential. (Additional invigilation and administration fees may apply).