



Reasonable Adjustment and Fair Access to Assessment Policy

POLICY DETAILS	
Policy Category:	Academic
Version Number:	V4
Approving Authority:	Academic Board
Approval Date	1 September 2025
Date Reviewed:	1 August 2025
Date of next review:	1 August 2026
Author:	Quality Manager
Owner (if different from above):	Principal
Compliance Measures:	1. Added Purpose section 2. Added Scope section 3. Added Definitions section 4. Added Roles and Responsibilities 5. Expanded 6.2 6. Updated the Procedures section for better readability 7. Expanded 5.1 8. Added 5.9 9. Added 6.14 10. Updated form to include section <i>For Office Use Only</i> 11. Added 6.15 12. Updated Policy Details template: placed at the beginning only; added Approval Date.
Related Policies / Procedures	Extenuating Circumstances Policy Equality and Diversity Statement Admission Policy Assessment Policy Academic Appeal Policy Complaints Policy
Effective Date:	01/09/2025

1. Purpose

The purpose of this policy is to set out the College's approach to ensuring fair access to assessment for all students, including those with disabilities and difficulties. It establishes the procedures for requesting, approving, and implementing reasonable adjustments in line with the Equality Act 2010, the Office for Students Quality and Standards Conditions and awarding body requirements. The policy ensures that assessment arrangements provide equal opportunities for students to demonstrate their achievement of learning outcomes without compromising the integrity, validity, or reliability of assessment decisions.

2. Scope

This policy applies to all students enrolled on accredited qualifications delivered by the College and to all staff involved in planning, delivering, assessing or verifying those qualifications. It is based on the principles of equality, diversity, clarity, consistency and openness. The policy covers the process for requesting, approving and implementing reasonable adjustments for assessments, including adjustments made on the basis of disability or other grounds allowed under awarding body regulations. It applies to all modes of assessment, including written, practical and oral assessments and to all assessment locations used by the College and ensures that assessment processes are fair and non-discriminatory.

3. Definitions

- **Reasonable Adjustment:** Action to reduce the effect of a disability or difficulty that places a student at a substantial disadvantage in assessment.
- **Extenuating Circumstances:** Temporary illness, injury or other event outside a student's control that significantly affects their ability to take an assessment.
- **Access Arrangement:** Agreed change to an assessment that allows a student with specific needs to access it without altering its demands.
- **Awarding Organisation Guidance:** Support strategies for assessment in line with the relevant awarding organisation's requirements

4. Roles and responsibilities

Role	Key Responsibilities
Principal	Approves reasonable adjustments in collaboration with the Programme Leaders, Quality Manager and/or Lead Internal Verifier.
Programme Leader	Ensures agreed adjustments are implemented; applies equality and diversity principles in assessment design; maintains necessary records such as the College's central Reasonable Adjustments Register.

Role	Key Responsibilities
Students	Provide valid, sufficient, current and authentic evidence; follow relevant procedures for requesting adjustments or reporting concerns.

5. Underlying Principles

- 5.1 To comply with the law and the Quality and Conditions Standards the College will:
- Request details of individual student's requirements for reasonable adjustments prior to registration.
 - Provide procedures for the application of extenuating circumstances for assessment activities
 - Provide a review process for students whose request for reasonable adjustments or extenuating circumstances is declined. Requests for review must be submitted in writing within five working days of notification. Reviews will be considered by the Principal in consultation with the Programme Lead and the decision will be final.
- 5.2 Requests for Reasonable Adjustments should normally be made by students prior to registration.
- 5.3 The College will notify the student within 5 working days of receipt of the request, if the request can be fulfilled.
- 5.4 Any access arrangements for specific assessments should normally be agreed before an assessment. Such arrangements will allow students with specific needs to access the assessment without changing the demands of the assessment. The intention behind an access arrangement is to meet the needs of an individual student without affecting the integrity of the assessment.
- 5.5 Where a student has additional needs, allowable support strategies for assessments will be put in place in accordance with guidance from the relevant awarding organisation.
- 5.6 Learning outcomes, performance criteria and other significant elements of learning and assessment should be made clear to students at the start of each unit and when assignments are set.
- 5.7 Students will be offered appropriate assessment opportunities during the programme with feedback provided on the quality of the work.
- 5.8 Students and staff should be made aware of the existence of this policy and have open access to it.
- 5.9 The College will promote this policy by:
- Publishing it on the College website
 - Including it in student and staff induction materials.
 - Referencing it in student handbooks and programme handbooks.
 - Covering it during staff training related to assessment

6 Procedures

- 6.1 A Reasonable Adjustment is any action that helps to reduce the effect of a disability or difficulty that places a student at a substantial disadvantage in the assessment process. Where the difficulty is minor, the College will assist and support the student by offering support with study and assessment skills.
- 6.2 Reasonable Adjustments may be granted in certain circumstances, according to awarding organisation policies, regulations and requirements. Students must submit requests using the Access and Reasonable Arrangements Form in Appendix 1,

accompanied by supporting evidence such as a medical report or letter from a qualified healthcare professional, a letter from a religious representative (where applicable), or other relevant documentation that supports the request.

- 6.3 Students who are temporarily experiencing an illness, injury, or other event outside of their control at the time of the assessment which significantly affects their ability to take that assessment, and/or demonstrate what they can do in that assessment, must follow the Extenuating Circumstances process.
- 6.4 Reasonable Adjustments must not give students an unfair advantage over other students or affect the reliability and validity of the assessment outcomes. The work produced by the student must be assessed in the same way as the work of other students.
- 6.5 Reasonable Adjustments should not compromise the integrity or credibility of the qualification and must be clearly tracked for audit, with supporting documentation where appropriate.
- 6.6 Adjustment to assessment should only be considered where the difficulty experienced places the student at a substantial disadvantage, in comparison with other students.
- 6.7 The College will ensure that any details that students share will be kept confidential. However, anonymised data may be used to monitor the College's equal opportunities and open access policy.
- 6.8 Any special needs or special assessment requirements discussed will be recorded on the appropriate documentation and only necessary information will be shared with the Assessor, Internal Verifier and External Examiner.
- 6.9 Reasonable Adjustments are recommended and approved by the Principal in collaboration with the Programme Leader, Quality Manager and/or the Lead Internal Verifier.
- 6.10 Where reasonable adjustments are required by a student the Programme Leader will ensure that the adjustments are in place. Students who believe that their request has not been reasonably implemented should raise their concerns with the Quality Manager.
- 6.11 The College will offer adjustments that are 'reasonable' in terms of giving access. What is reasonable may depend on the individual circumstances, the impact of the disability on the individual, cost implications and the practicality and effectiveness of the adjustment.
- 6.12 All assessment activities should be designed with due regard to equality and the diversity of students.
- 6.13 Students are always expected to submit valid, sufficient, current and authentic evidence, whether Reasonable Adjustments have been made or not.
- 6.14 All approved reasonable adjustments must be recorded in the College's central Reasonable Adjustments Register. The register will be reviewed quarterly by the Programme Leaders to ensure implementation, monitor trends and identify areas for improvement.
- 6.15 Long-standing reasonable adjustments that remain in place for more than one academic year must be re-evaluated annually to confirm that they are still appropriate, effective and aligned with the student's current needs and awarding body requirements.

Appendix 1 – Access and Reasonable Arrangements Form



Fair Access and Reasonable Adjustments Form

This form is intended for students who wish to apply for adjustment(s) to be made to their assessment arrangements.

Students should read the Reasonable Adjustment and Fair Access to Assessment Policy before making an application. Students should also contact the Student Support Team (studentsupport@resultsco.org.uk) before submitting their application if they have any queries.

1. Student details	
Name	
Contact details	
2 Assessment(s) details (unit, assessment title, deadline)	
3. Type of application (please confirm on what basis you are making an application)	
☐ Disability (as defined by the Equality Act 2010) ☐ Religious grounds ☐ Other (please specify below)	
4. Documentary evidence	
I have attached the following document(s) to support my application: (tick all that apply) ☐ Medical report, statement or letter from qualified medical professional ☐ Letter from religious representative (for applications based on religious grounds)	

☐ Other (please list below any other documents that you are attaching in support of your application)

5. Your needs (please indicate what adjustments you are asking us to consider)

6. Declaration and signature

I have read the Reasonable Adjustment and Fair Access to Assessment Policy.

I confirm that the information in this application is accurate.

I agree for the College to use the information I have provided in my application in accordance with the policy and for the purposes of making an adjustment to my assessment(s). The information will otherwise be kept confidential.

Applicant Signature

Date

7. For Office Use Only

Approval Outcome:

☐ Approved ☐ Not Approved

Entered into Reasonable Adjustments Register:

☐ Yes ☐ No

Approving Staff Member:

Date: