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**IFD College Reasonable Adjustments and Special Considerations Policy**

**Scope of the Policy**

This policy is provided for IFD College learners and staff members who are using or delivering courses and qualifications offered by IFD College.

**Policy Statement**

This policy provided for IFD College staff members and learners to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner.

**Statement of Principles**

The IFD College is committed to complying with all current and relevant legislation in relation to the development and delivery of qualifications. IFD College learners will have fair access to assessments where practicable.

A reasonable adjustment may be required where a learner has a permanent disability of specific learning need(s).

A special consideration may be required where a learner has a temporary disability, medical condition or learning needs or is indisposed at the time of the assessment.

*Definition of Reasonable Adjustments*

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage during an assessment.

Reasonable adjustments may involve:

* changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
* adapting assessment materials, such as providing materials in Braille
* providing assistance during assessment, such as a sign language interpreter or a reader
* re-organising the assessment room, such as removing visual stimuli for an autistic learner
* providing and allowing different coloured learning resources

Reasonable adjustments are approved before the assessment activity takes place; they constitute an arrangement to give the learner access to the assessment.

**Requesting Reasonable Adjustments**

Learners must make IFD College staff members aware of any reasonable adjustments they require. The IFD College is responsible for applying to Awarding Organisation (AO) for reasonable adjustment requests (when appropriate).

**Definition of Special Considerations**

Special consideration can be applied after an assessment, if there was a reason the learner may have been disadvantaged during the assessment. Any requests to an AO for Special Considerations, must be made by an IFD College staff member within the set time frame required of the AO.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner.  The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

All documents relating to reasonable adjustments and special considerations must be saved and stored securely. The AO must be given access to any information or documents regarding reasonable adjustments and special considerations, when requested.

Policy introduced September 2024

To be reviewed annually