



## **DISABILITY AND REASONABLE ADJUSTMENTS POLICY**

### **Preamble**

London School of Commerce & IT (LSCI) encourages participation in its learning programs by all segments of the community and social sectors it serves. The College will, as a matter of policy, ensure that students with learning difficulties and/or disabilities are able to follow a program of study most suitable to his or her needs with appropriate support. This support will be monitored and the policy reviewed annually. Students' special needs are identified, monitored and continuously supported by means of making reasonable adjustments wherever required. The policy seeks to adhere to the recommendations made by Disability Students' Commission (DSC) in its Three Months to Make a Difference booklet ensuring disabled students concern is addressed urgently during the pandemic period.

### **Definition of Disability**

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities

### **Confidentiality and Data Protection Data Protection**

The Data Protection Act 1998 places duties on the college to ensure confidential and appropriate handling of 'sensitive personal data'. In order to enable the College to make reasonable adjustments a disabled learner must provide the college with sufficient information to carry out that adjustment. The College recognises the disabled person's right to confidentiality and will not disclose confidential details about them without their explicit consent.

### **Aim and Purpose**

The aim and the purpose of the LSCI Disability and Reasonable Adjustments Policy is

- ❖ To ensure compliance with the Disability Discrimination Act 1995 as well as to put in place appropriate code of practice

- ❖ To implement the commitment of the College in developing an environment in which all applicants and students are given the opportunity to demonstrate and realise their full potential
- ❖ To provide for the commitment of the staff in their work to develop such an environment.

## **Objectives**

LSCI seeks to embed a culture of support and equal opportunities for students with disabilities or learning difficulties

- ❖ by providing fair and equal treatment of all students;
- ❖ by complying with the Code of Practice for the Assurance of Academic Quality and Standards in Higher Education ensuring that the *examination, assessment and verification policy and procedures should provide disabled students with the same opportunity as their peers to demonstrate the achievement of learning outcomes.*

## **Student recruitment and Admissions Arrangements**

- ❖ In accordance with the College's commitment to fair admissions, each application is considered individually by an admissions process, which determines if offer should be made on the basis of academic achievements to date, predicted academic achievement and other evidence of the applicant's ability and potential to complete the course for which they have applied.
- ❖ Applicants who declare a disability in their application are assessed in light of the applicant's reasonable adjustment needs and what arrangements may be necessary to enable learners to meet the course requirements. The assessment will give consideration to the equal opportunities policy in order to ensure that no one is discriminated because of the applicant's disability.

## **Applying reasonable adjustment**

Reasonable Adjustments are the responsibility of London School of Commerce & IT. Reasonable adjustments are approved by the Academic Quality and Enhancement Committee before an assessment and are intended to allow attainment to be demonstrated. A student does not have to be disabled to qualify for reasonable adjustment; nor will every student who is disabled be entitled to reasonable adjustment; allowing reasonable adjustment is dependent upon how it will facilitate access for the student.

A reasonable adjustment is intended to allow access to assessment, but can only be granted where the adjustment does not:

- Affect the validity or reliability of the assessment;
- give the learner(s) in question an unfair advantage over other learners taking the same or similar assessment and/or
- influence the final outcome of the assessment decision.

## **Procedure to support and make reasonable adjustments**

### **A. Pre-Registration Stage**

- Students are given the opportunity to disclose any disability or learning difficulty on the LSCI Application Form;
- Information on how to disclose a disability or learning difficulty is also provided at the LSCI reception;
- Applicants who disclose a disability or learning difficulty are invited to discuss their requirements prior to enrolling on the degree programme to ensure that the School is able to meet the students' needs.
- Where necessary, specialist advice will be sought to make reasonable adjustments to support the learner during his/her study.
- The details of the available support after reasonable adjustments will be communicated to the student to ensure that their needs are adequately supported.

### **B. Post Registration Stage**

- Once a student discloses a disability or learning difficulty, he/she will meet with the Student Welfare Officer to complete a Disability Support "Tell Us More" Form
- which confirms the special adjustments to be put in place for the student;
- Student Welfare Officer will distribute copies of the Disability Support "Tell Us More" Form to the relevant academic staff each semester;
- A tutor/member of the staff will be made responsible to ensure continuous support to the learner and coordinate & monitor their learning process facilitated through reasonable adjustments.
- Academic staff meet with any students who have completed a Disability Support "Tell Us More" Form to discuss the students' needs within the context of their individual modules;

- Academic staff are responsible for liaising with the Student Welfare Officer to make the adjustments for any assessments that take place during the semester.

The Student Welfare Officer is responsible for coordinating all adjustments for end of semester examinations. Personal care support will be provided through daily contact with the student and other specialist agencies. Personal helpers may also be provided for those students who have identified and requested this specific need.

### **Reasonable adjustment**

A 'reasonable adjustment' helps to reduce the effect of a disability or difficulty that places the student at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not affect the validity or reliability of assessment outcomes, but may involve:

- changing usual assessment arrangements;
- adapting assessment materials;
- providing assistance during assessment;
- re-organising the assessment physical environment;
- changing or adapting the assessment method,
- using assistive technology
- ensuring that the teaching environment, resources and method of delivery is accessible
- Physical adjustments

Students who may spend time in a work-based placement will also be entitled to 'reasonable adjustments' to be made by the placement provider

Reasonable adjustments must be approved by the Internal Verifier (IV) and set in place prior to assessment commencing. It is an arrangement to give a student access to a qualification. The work produced following a reasonable adjustment must be assessed in the same way as the work from other students.

## **Examples of Adjustments**

Below are examples of reasonable adjustment. It is important to note that not all adjustments described below will be reasonable, permissible or practical in particular situations. The student may not need, nor be allowed the same adjustment for all assessments.

A reasonable adjustment must never affect the validity or reliability of assessment, influence the outcome of assessment or give the students in question an unfair assessment advantage. Examples of reasonable adjustments as defined by the above categories may be adopted are listed below.

- Allowing extra time, e.g. assignment extensions;
- using a different assessment location/ separate room;
- use of coloured overlays, low vision aids;
- use of assistive software;
- assessment material in large format or Braille;
- readers/scribes;
- practical assistants/transcribers/prompters;
- assessment material on coloured paper or in audio format;
- language-modified assessment material;
- British Sign Language (BSL) and/or
- use of ICT/responses using electronic devices.

In the case of non-standard adjustments, the Course Leader/Tutor will be involved in any discussions regarding adjustments to ensure that academic rigour is maintained and that the necessary resources are available.

## **Medical Support and Counselling Services**

LSCI has staff trained in first aid that would be available whenever support is needed. Services will be arranged to take the student to the local hospital for treatment, if treatment cannot be provided by the first aid staff. For counseling services student will be referred to the appropriate body to receive counseling.

## **Students with learning difficulties**

Students with learning difficulties are required to provide an educational psychologists report in order to enable the College to assess their needs appropriately and entitle them to the necessary adjustments.

## **Special considerations**

Special considerations are different to reasonable adjustments as they apply to a disadvantage that occurs to the learner either just before or during the assessment. Reasons for special consideration could be:

- Temporary illness;
- injury or
- adverse circumstances at the time of the assessment.

A learner may be eligible for special consideration if:

- their performance in an external assessment is affected by circumstances beyond the control of the learner, e.g. recent personal illness, accident, bereavement, serious disturbance during the assessment or
- the alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate or
- any part of an assessment has been missed due to circumstances beyond the control of the learner.

London School of Commerce & IT will submit a written Special Consideration Request to the Joint Council for Qualifications (JCQ). However, all applications for Special Consideration can only be made on a case-by-case basis and thus separate applications must be made for each student.

Students may apply for Special Consideration during or after an assessment, but may not apply for Special Consideration in the case of a permanent disability or learning difficulty. A mitigating circumstances form (Appendix 1) need to be completed and give it to the College Admin team. The extent of the adjustment will depend on the actual circumstances during the assessment and will reflect the difficulty faced by the learner.

## **Monitoring and Review**

LSCI will keep the policy and its implementation under review to ensure consistency with the College equal opportunities policy so that no student receives less favourable treatment on the ground of any physical or other disability, and that appropriate support is given to students so that they can achieve the learning goals which were identified at the beginning of their course, or re-negotiate other appropriate learning outcomes within the duration of their course.

The Student Welfare Officer will be responsible for monitoring the support provided to students who disclose a disability or learning difficulty. This will be done by means of questionnaires to students who have completed a Disability Support "Tell Us More" Form and the academic staff. Information will also be gathered from the relevant departments involved in students support within the College.

**LSCI/Policies/2024/  
Disability and Reasonable Adjustments Policy  
Effective from: Jan 2024 Review Date: Dec 2024**

**Reviewed: Jan 2024  
Dr Anwarul Haque  
Version 7**



## Mitigating Circumstance Form

### Guidelines

This form should be completed by candidates who would like to apply for Mitigating Circumstance during Assessments/examinations. Please read the London School of Commerce & IT Disability and Reasonable Adjustment Policy before completing the form. All applications must be submitted to the following address:

### Principal

London School of Commerce & IT  
 59-66 Greenfield Road  
 London, E1 1EJ, UK

### 1. Candidate Details

Candidate Name	
Student Id No	
Address:	
Telephone	
Email	

### 2. Exam Details

Subject/Module	
Submissions Date	
Awarding Body	



3. Reason for Application:

- ❖ Sudden illness
- ❖ Bereavement of a close relative
- ❖ Accident
- ❖ Other – Please specify

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- ✓ Please provide details that led to this application: (Please continue on a separate sheet if necessary)

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4. Supporting Evidence:

LSCI requires supporting evidence to accompany the application for circumstances. The nature of this evidence will depend on the candidate's reason to apply for special consideration. In any case, a written report detailing the Circumstances that have led to the candidate's application will be required. Please note that you must attach original documents to this form as photocopies cannot be accepted

Please indicate which of the following documents you have included in your application:

- ❖ Doctor's certificate
- ❖ Other – Please specify

- ✓ I confirm the information supplied on this form is accurate and complete.

Signature	
Date	

<b>Office Use Only</b>
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**TELL US MORE**

1. About the disability .....
2. Support you require .....
3. Whether the support provided is adequate .....
4. If support is not adequate what need to be done .....

Name:

Signature:

Date: