



# ETC International College

## Reasonable Adjustments Policy

December 2024

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### 1.0 Scope and Purpose:

- 1.1 ETC International College recognises its responsibilities under the Equality Act 2010 to make reasonable adjustments to reduce the effects of a disability, for disabled persons.
- 1.2 The aim of the policy is to ensure provision of fair assessment for all.
- 1.3 The policy applies to all internal assessments on FEHE courses.
- 1.4 The policy is for all staff and students.
- 1.5 This policy follows guidance from the JCQ (Joint Qualifications Council) and awarding bodies.

### 2.0 Definitions

- 2.1 A disability is defined by The Equality Act 2010 as the following: 'A person has a disability if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.' (Equality Act 2010, Section 6)
  - 2.1.1 Schedule 1 of the Equality Act 2010 provides determination of disability, stating the effect of impairment as long term if:
    - it has lasted for at least 12 months,
    - it is likely to last for at least 12 months, or
    - it is likely to last for the rest of the life of the person.
- 2.2 Reasonable adjustments aim to reduce the effects of a disability or difficulty that puts the learner at a substantial disadvantage in an assessment. It applies to vocational qualifications, and is agreed at the pre-assessment planning stage. Reasonable adjustments cannot affect the integrity of assessment outcomes, or give the learner an assessment advantage over other learners undertaking the same or similar assessments.
- 2.3 Special Consideration is a post-assessment adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination / assessment.

### 3.0 Responsibilities

- 3.1 It is the responsibility of all staff to implement the ETC Equality and Diversity Policy and set an example of inclusivity.

- 3.2 It is the responsibility of students, staff and visitors to notify the College of any reason they may need reasonable adjustments to be put in place. Students can notify the College using the Learning Support Questionnaire. Please refer to ETC's 'Data Protection and Privacy Policy' to find out how information is stored and processed.
- 3.3 It is the responsibility of all staff to implement any adjustments that ETC is reasonably able to implement.
- 3.4 ETC endeavours to provide a range of assessment methods, including summative and formative, to reduce the need for reasonable adjustments requests.

#### **4.0 Reasonable Adjustments**

- 4.1 ETC encourages students to disclose any requirements for reasonable adjustments as soon as possible so ETC can prepare the necessary support required for the student to progress with their studies. If requirements are not disclosed before registration, it may mean ETC cannot fully support the necessary requirements of the student for the first part of their course. Students can disclose their support needs in the Learning Support Questionnaire, which is linked to in the Offer Letter.
- 4.2 All adjustments will be made on a case-by-case basis, according to the needs of the individual.
- 4.3 Evidence must be supplied to support a request for reasonable adjustments, such as a letter from the student's GP, psychologist or medical professional.
- 4.4 Adjustments may include, but are not limited to the following:
  - 4.4.1 Access arrangements for assessments
  - 4.4.2 Providing learning and assessment materials in alternative formats
  - 4.4.3 Re-organising the physical environment of the assessment
  - 4.4.4 Providing alternative assessment methods
  - 4.4.5 Providing online feedback and resources
  - 4.4.6 Using assistive technology
  - 4.4.7 Providing access to ground floor classrooms.
- 4.5 Reasonable adjustment plans will be written in consultation with the student.
- 4.6 The adjustment made must be deemed reasonable by the College, which means it must involve reasonable cost and timeframe. An adjustment may not be considered if it lies outside reasonable means.
- 4.7 Adjustments must be put in place before the commencement of assessment. It is advised, therefore that students disclose requirements as soon as possible before an assessment to give ETC preparation time.
- 4.8 The student may not need the same reasonable adjustment for each assessment, dependent on the type of assessment and the student's needs.
- 4.9 A reasonable adjustment must not affect the security or integrity of the assessment.
- 4.10 ETC will be careful to ensure reasonable adjustments that are put in place will not give advantage to an individual over other students.
- 4.11 Any work produced with a reasonable adjustment will be assessed in the same way as work submitted by all other students. A reasonable adjustment will not influence the outcome of assessment.
- 4.12 Students with reasonable adjustment plans will be invited to review their plan on a termly basis to ensure it continues to meet their needs.

#### **5.0 Visa Requirements**

- 5.1 Students on a Tier 4 visa seeking reasonable adjustments that affect their length of study must seek up-to-date immigration advice before adjustments can be authorised.
- 5.2 In any case, the requirements of the student's visa and the responsibility of the College with regards to sponsorship under the points based system takes precedence.

5.3 All reasonable adjustments will be made within UK Border Agency regulations.

## **6.0 Special Considerations**

- 6.1 ETC cannot apply special consideration on externally awarded qualifications. An application will be made by the centre to the awarding body on behalf of the student.
- 6.2 Certification claims should not be made until the outcome of the application has been received.
- 6.3 The Reasonable Adjustments and Special Considerations Policies of the awarding body will be followed. Please see associated documents.

## **7.0 Recording of Reasonable Adjustments**

- 7.1 Communication of reasonable adjustments will only be made to members of staff concerned in implementing the reasonable adjustments. This may include, but not limited to the Head of Department, the student's teachers and assessors, examiners, administration staff and external assessors and awarding bodies.
- 7.2 All reasonable adjustments will be recorded and made available for External Quality Assurers of awarding bodies, where necessary.
- 7.3 For BTEC students ETC must complete the RA1 or RA2 form and keep it in the student's file for inspection purposes, if requested.

## **10.0 Associated Documents**

- [Equality and Diversity Policy](#)
- [FEHE Fair Assessment Policy](#)
- [Learning Support Questionnaire](#)
- [Data Protection and Privacy Policy](#)
- [OTHM Reasonable Adjustments and Special Considerations Policy](#)
- [Pearson BTEC Special Considerations](#)
- [Pearson BTEC Reasonable Adjustments.](#)

**This Version 2 updated December 2024 Board of Governors**  
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