

Reasonable Adjustment and Special Consideration Policy

Reasonable Adjustment

Reasonable adjustment can lessen the impact of a disability or difficulty that would significantly disadvantage the learner during the assessment.

Reasonable modifications may include:

- rearranging standard assessment procedures
- modifying assessment materials
- offering assistance during the assessment
- rearrangement of the assessment's physical environment
- modification or adaptation of the assessment method
- alternate formats for responses
- utilization of assistive technology

Any adjustments must not impair the validity or reliability of the assessment outcomes.

Special Consideration

A post-assessment allowance known as "special consideration" is made to account for any transient illness, injury, or disposition that existed at the time of assessment. Special consideration cannot be used to give a learner an unfair advantage or to mislead the user of a certificate about the achievement of the learner. The learner's outcomes must demonstrate actual accomplishment in the evaluation process rather than just potential. Therefore, special considerations are limited to a minor post-assessment modification of the grade or result.

It is important to note that if we receive any request for Special Consideration, we generally look for documentary evidence at the time of admission, which any include:

- A medical certificate
- Similar supporting documents
- A statement of fact

Policy Statement

The Reasonable Adjustment and Special Consideration Policy was developed in order to uphold the integrity of the teaching and learning process and to promote equity and equality for our students.

This policy provides general guidelines regarding special considerations, application procedures, appropriate academic support, and a fair, consistent, and transparent process for special considerations. However, candidates with a history of chronic illnesses or disabilities are not eligible for special consideration.



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