



REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS POLICY

INTRODUCTION DATE	:	10 NOVEMBER 2014
REVIEWED BY	:	QUALITY MANAGER
NEXT REVIEW	:	NOVEMBER 2025
POLICY NUMBER	:	QA-02

Scope of Policy

This policy applies to all staff and learners at UK Versity involved in the delivery and assessment of qualifications regulated by awarding organisations including ATHE, OTHM, NCFE, Pearson, and Ascentis. It is designed to ensure that learners who experience permanent or temporary difficulties are treated fairly and are not disadvantaged in the assessment of knowledge, skills, understanding or competence.

Purpose

The purpose of this policy is to:

- Provide a clear process for applying for reasonable adjustments and special considerations
- Ensure compliance with the Equality Act 2010
- Align with ATHE's Reasonable Adjustments and Special Considerations Policy Version 5.0 (June 2024)
- Promote equity, fairness, and inclusion across all UK Versity programmes

Definitions

Reasonable Adjustments: Pre-assessment modifications that help reduce the effect of a disability or difficulty without compromising assessment integrity.

Examples include:

- Extra time
- Adapted materials (e.g., large print)
- Assistive technology
- British Sign Language (BSL) interpreters
- Physical access modifications

Special Considerations: Post-assessment support due to temporary illness or circumstances such as:

- Serious illness or injury

- Bereavement
- Domestic trauma
- Sudden disability onset

These are applied to ensure assessment outcomes are fair without giving an unfair advantage.

Centre Responsibilities

UK Versity commits to:

- Ensuring staff are trained on reasonable adjustments and special consideration procedures
- Providing accurate and inclusive recruitment, enrolment and pre-course advice
- Identifying learner needs through the application or interview process
- Ensuring that all requests and outcomes are recorded and retained for 4 years
- Making services available for learners with:
 - Learning difficulties (e.g., dyslexia)
 - Hearing or visual impairments
 - Physical impairments
 - Temporary medical conditions

Application Process

1. Requesting Reasonable Adjustments:

- Submit at enrolment or before assessment
- Complete the UK Versity Reasonable Adjustments Form
- Provide medical or educational diagnostic evidence
- Submit request at least:
 - 10 working days for non-modified assessments
 - 15 working days for coloured/enlarged papers
 - 30 working days for Braille or tactile modifications

2. Requesting Special Considerations:

- Submit within 7 working days post-assessment
- Provide documentary evidence (e.g., medical certificate, bereavement letter)
- Submit UK Versity Special Considerations Form

Examples of Eligible Circumstances

- Serious or terminal illness (self or immediate family)
- Recent bereavement
- Severe injury or trauma
- Flare-up of chronic medical conditions
- Environmental disruptions (e.g., domestic crisis)

Evaluation and Outcomes

- Reviewed by the Quality Team within 5 working days
- May result in:
 - Approval (with conditions)
 - Rejection (with explanation)
 - Request for further evidence
- EQA will review these cases during quality visits to ensure compliance

Confidentiality and Data Protection

All information provided is handled under the Data Protection Act 2018. Data is used only for the purpose of processing reasonable adjustments or special consideration and shared only with awarding bodies or regulators where appropriate.

Appeals

Applicants have the right to appeal if an adjustment or consideration is denied. Appeals must be made in writing within 10 working days of the decision and follow UK Versity's Appeals Policy.

Monitoring and Review

- This policy is reviewed annually or in response to regulatory, awarding body, or legal updates
- Non-compliance may result in internal disciplinary action or a review by awarding organisations as per malpractice protocols

Contact Information:

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Policy reviewed annually