



**GRIFFIN COLLEGE LONDON**  
**(INTERNATIONAL EXAMINATION BOARD)**

# **Policy and Guidance for Reasonable Adjustments**

# **Policy and Guidance for Reasonable Adjustments to Learning, Teaching and Examination for Students with Disabilities**

## **Introduction**

This document sets out guidance for students wishing to apply for reasonable adjustments.

## **Definition of Disability**

The Equality Act confirms that a person has a disability if:

- (a) they have a physical or mental impairment, and
- (b) the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

According to the Act, the effect of an impairment is considered long-term if:

- (a) it has lasted at least 12 months;
- (b) the period for which it lasts is likely to be at least 12 months; or (c) it is likely to last for the rest of the life of the person affected.

Some examples of disability are:

- Specific Learning difficulty such as dyslexia, dyspraxia or attention deficit disorder
- Asperger/Autism
- Mental health conditions e.g. long term depression and anxiety
- Mobility issues

- Long term medical conditions, e.g. chronic fatigue syndrome, diabetes, asthma, cancer, endometriosis, lupus, Chron’s Disease, Ulcerative Colitis, Epilepsy, Hypermobility Syndrome
- Deaf/hard of hearing
- Blind/Visual impairment

## **Reasonable Adjustments – the Legal Position**

In compliance with its Equality Duty under section 20 of the Equality Act, Griffin College London provides reasonable adjustments when learning, teaching and/or Examination “puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled”.

A reasonable adjustment is a reasonable variation or alteration made to Faculty of Education processes so that a disabled student can access without disadvantage the higher educational opportunities offered without compromising the expected academic standards. Such reasonable adjustments apply to:

- the delivery of teaching, consistent with the learning outcomes of a programme or module
- the examination and Examination process, consistent with academic standards

Griffin College London is not required to make adjustments to academic competence standards, or any other standards applied by or on behalf of Griffin College London for the purpose of determining whether or not a person has a particular level of competence or capability. However, the duty does apply to the way in which that standard is assessed.

Reasonable adjustments are made on the basis of identifiable evidence verified by the appropriate members of staff. It should be noted that any reasonable adjustments a student may have had prior to their

starting a programme of study at the GRIFFIN COLLEGE LONDON will not automatically be adopted.

## **Examples of Reasonable Adjustments**

Reasonable adjustments fall into the areas of the student experience:

Theory / Practical Examinations

Examples of reasonable adjustments include but are not limited to:

Written examination Examination adjustments:

- Additional time in exams
- Extra time for rest breaks
- Adapted furniture
- Separate room

Theory Examination adjustments:

- Additional time to complete summative assignments and an adjusted date for Examination submission

Practical examination adjustments:

- The length of time given to complete an examination
- When and where an examination may take place
- Groupings / order of the examination
- Additional time for rest breaks

## **6. Evidence of Disability Required for Applying for Reasonable Adjustments**

Students will need to have medical evidence or a diagnostic Examination report to apply for reasonable adjustments. The following types of evidence/report may be required:

- Medical condition – letter from doctor or specialist consultant
- Hearing impairment – audiology report
- Visual impairment – blind/visual impairment registration
- Mental health – letter or report from Community Mental Health Team or psychologist

This evidence should explain explicitly why the student needs adjustments to learning, teaching and/or Examination and what adjustments are recommended. Evidence should be signed, dated and submitted on headed paper.

## **7. Applying for Reasonable Adjustments**

For all programmes of study delivered in English, the process for applying for reasonable adjustments is set out below.

### **Reasonable Adjustments to Theory / Practical Examinations**

To apply for reasonable adjustments to Practical Examinations, students should complete and submit an *Application for Consideration of Reasonable Adjustments to Theory / Practical Examinations*.

*This policy has been agreed by the GRIFFIN COLLEGE LONDON Executive Management, is reviewed on a regular basis, and any amendments other than to contact details, have been confirmed by them.*