



## **Special Considerations and Reasonable Adjustments Policy**

Last approved: October 2024  
Approved by: Quality Committee  
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## **Introduction**

This procedure applies to all provisions delivered at BN1 Arts and covers our approach to making special consideration and reasonable adjustments for students in examinations and assessment throughout their studies.

BN1 Arts takes positive steps to aid and support students who are deemed to require special consideration or reasonable adjustments for examinations and assessments on their course of study.

## **Procedure**

- Information on support needs and diagnoses is requested from all new students. This provides new students with an opportunity to request help in a particular area of the course, be that for written examinations or classroom learning.
- A Student Support or Learning Support Officer will then compile a record of students who have requested reasonable adjustment for examinations and assessment on their chosen course.
- The Student Support or Learning Support Officer then contacts those students to request evidence to support their claim. Students are asked for their most recent Educational Psychologist report (or equivalent), or for evidence of support in their previous educational institution. This should outline the requirement for additional support as well as clear recommendations as to the type of support needed in a classroom environment or in scheduled examinations.
- Students' evidence for reasonable adjustments is stored confidentially and securely. The records of students requiring special arrangements includes information on the nature of the learning need/disability and recommendations given in the Educational Psychologist report (or equivalent).
- Qualifying students are sent an email inviting them to a meeting with a Student Support or Learning Support Officer during the Enrolment & Induction period, where a discussion takes place to inform a report outlining the support they will receive in examinations and assessments throughout the coming academic year.
- Students are asked to give their consent to share the information in this report with their tutors so that learning resources can be adjusted accordingly, and a copy of the final report is shared with both the student and their tutors where consent is given to do so.
- In addition to any stated reasonable adjustments, BN1 Arts provides students with additional Learning Support group sessions. Students can benefit from support on essay writing, specific areas of their course and revision tips for examinations and assessment.
- Students who require special consideration after an examination or assessment has taken place should book a tutorial with a member of the Student Support Team.

## **Separate Invigilation (Exams)**

A decision where an exam candidate may be approved for separate invigilation within the centre will be made by the SENCO and Exams Officer.

The decision will be based on:

- whether the candidate has a substantial and long term impairment which has an adverse effect **and**
- the candidate's normal way of working within the centre (AA, section 5.16)

Separate invigilation within the centre is an available access arrangement as defined in the JCQ regulations. This is an arrangement where a candidate with an established difficulty may be eligible to take an examination accommodated in another room separate to the main cohort.

Decisions are based on:

- Whether the candidate has a substantial and long term impairment which has an adverse effect
- The candidate's normal way of working within the centre
- Ensuring the proposed arrangement does not disadvantage or advantage the candidate

Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre..

At BN1 Arts, arrangements for seating candidates in rooms separate to the main cohort may be put in place in other circumstances. As and when applicable, these circumstances include:

- Candidates using Word Processors are seated with the main cohort Candidates with Readers and/or Scribes are seated in Learning Support or EFL.