



**REASONABLE
ADJUSTMENT POLICY
AND SPECIAL
CONSIDERATION
POLICY**

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Reasonable Adjustment & Special Consideration Policy

1. Introduction

Jeryk EC is committed to ensuring that all learners are treated fairly, equitably, and with respect, regardless of disability, health condition, or unforeseen personal circumstances. This Reasonable Adjustment and Special Consideration Policy sets out how the institution supports learners whose ability to participate in learning or assessment may be affected by disability, illness, learning difficulties, or other adverse circumstances.

The purpose of this policy is to ensure that affected learners are not disadvantaged, while maintaining the validity, reliability, and integrity of assessments and qualifications. Reasonable adjustments and special considerations are applied in a way that supports access and fairness without compromising academic standards or awarding body requirements.

2. Scope

This policy applies to all learners enrolled at Jeryk EC who may require additional support or consideration before, during, or after assessments. It covers:

- Learners with permanent or temporary disabilities
- Learners with medical or mental health conditions
- Learners experiencing short-term illness or injury
- Learners affected by unforeseen personal circumstances, such as bereavement or emergencies

The policy applies to all forms of assessment, including coursework, assignments, examinations, practical assessments, presentations, and online or blended learning assessments. It does not apply to situations arising from poor time management, lack of preparation, or avoidable circumstances.

3. Reasonable Adjustments

Jeryk EC is committed to providing an inclusive learning and assessment environment that enables all learners to participate fully in their studies. Reasonable adjustments are implemented to remove or reduce disadvantages experienced by learners due to disability, medical conditions, learning difficulties, or other long-term circumstances, while ensuring that academic standards and learning outcomes are not compromised.

Reasonable adjustments are defined as appropriate and proportionate modifications that support learners in demonstrating their knowledge, skills, and competencies fairly. These adjustments do not alter learning outcomes, assessment criteria, or qualification requirements, nor do they provide an unfair advantage over other learners.

Reasonable adjustments may include, but are not limited to, the following:

- Additional time for assessments or examinations
- Adapted or alternative assessment formats (e.g. oral instead of written, where appropriate)
- Modified learning materials (e.g. enlarged text, accessible digital formats)
- Use of assistive technologies or specialist equipment
- Adjustments to the assessment environment, such as quiet rooms or scheduled rest breaks
- Flexible submission arrangements were supported by evidence

All requests for reasonable adjustments are considered on an individual, case-by-case basis. Decisions take into account:

- The learner's specific needs and circumstances
- The nature of the course, assessment, or learning activity
- Awarding body and regulatory requirements
- The need to maintain assessment validity, reliability, and integrity

Learners are required to provide appropriate supporting documentation, such as medical certificates, diagnostic reports, or professional assessments, to substantiate their request. Jeryk EC may seek clarification or additional information where necessary to ensure that suitable and effective adjustments are implemented.

Once approved, reasonable adjustments are formally documented and communicated to relevant academic and administrative staff to ensure consistent application across teaching, learning, and assessment activities. The institution may review adjustments periodically, particularly if a learner's circumstances change or if the effectiveness of the adjustment requires reassessment.

4. Special Considerations

Special consideration refers to post-assessment allowances made when a learner's performance has been temporarily affected by unforeseen and exceptional circumstances that occurred at or near the time of assessment.

Special consideration may be considered in situations such as:

- Sudden illness or medical emergency
- Bereavement of an immediate family member
- Serious personal or family crisis
- Unexpected incidents beyond the learner's control

Special consideration does not result in the lowering of pass standards or qualification requirements. Instead, it allows for fair judgment of assessment evidence, for example through adjusted grading decisions, reassessment opportunities, or other permitted measures in line with awarding body guidance.

Special consideration is not granted for circumstances that were known in advance or could have been reasonably managed through a reasonable adjustment.

5. Application & Documentation

Learners can request reasonable adjustments or special consideration by following these steps: complete the official request form, attach relevant supporting evidence (e.g., medical certificate, professional report, or official letter), submit the application to the Academic Team or designated officer, and ensure it is received within the required timeframe (before the assessment for reasonable adjustments, or within the specified post-assessment period for special consideration). Early submission is strongly encouraged to allow sufficient time for review and implementation. Applications must be supported by relevant and verifiable evidence, such as:

- Medical certificates or specialist reports
- Professional assessments or diagnostic documentation
- Official letters or supporting statements

Requests for reasonable adjustments should be submitted as early as possible, ideally before the start of the course or assessment period, to allow sufficient time for review and implementation. Requests for special consideration must be submitted within a specified timeframe after the affected assessment, as communicated by the institution. Applications are reviewed promptly, typically within 5 working days for reasonable adjustments submitted before assessments, or within 7 working days for special consideration requests submitted after assessments. Learners are informed in writing of the outcome within this timeframe.

Learners will be notified of the decision in writing, either via email or official letter. The communication will include details of any approved adjustments or considerations, the rationale for the decision, and instructions for implementation during teaching or assessment. Decisions are documented to ensure transparency, consistency, and compliance with institutional and awarding body requirements.

6. Confidentiality and Data Protection

Jeryk EC recognizes that requests for reasonable adjustments or special consideration often involve the disclosure of sensitive personal information, including medical, psychological, or personal circumstances. The institution is fully committed to protecting the privacy, dignity, and rights of all learners throughout this process.

All information submitted in support of an application is treated as strictly confidential and managed in accordance with Jeryk EC's Confidentiality and Data Protection Policy, as well as applicable data protection legislation. Access to such information is limited to authorized personnel who are directly involved in reviewing applications, implementing approved adjustments, or ensuring compliance with academic and regulatory requirements.

Personal data provided for the purpose of reasonable adjustments or special consideration is used solely for assessing and facilitating appropriate support. It will not be disclosed to third parties without the learner's consent unless required by law or by an awarding body for quality assurance or audit purposes. Records are stored securely and retained only for as long as necessary to meet academic, legal, and regulatory obligations, after which they are securely disposed of or anonymized.

7. Appeals

Jeryk EC is committed to ensuring that all decisions relating to reasonable adjustments and special consideration are made fairly, consistently, and transparently. Learners who believe that a decision has not adequately considered their circumstances have the right to appeal.

Appeals must be submitted in writing within the timeframe specified by the institution and should clearly state the grounds for appeal. Acceptable grounds may include procedural irregularities, the availability of new evidence that could not reasonably have been provided earlier, or concerns that the decision was not applied consistently with institutional policy.

Appeals are reviewed by a senior academic or designated panel not previously involved in the original decision, ensuring impartiality and objectivity. The learner is informed of the outcome in writing, including the reasons for the decision. The outcome of an appeal is final within Jeryk EC's internal processes and is handled in line with the institution's Appeals Policy.

8. Policy Review and Compliance

Jeryk EC regularly reviews this Reasonable Adjustment and Special Consideration Policy to ensure it remains effective, current, and compliant with awarding body requirements, regulatory standards, and best practices in inclusive education.

Reviews take into account changes in legislation, feedback from learners and staff, internal quality assurance findings, and guidance issued by awarding organizations. Any amendments to the policy are subject to approval by Top Management or the Academic Board before implementation.

Once approved, updates are communicated clearly to all relevant stakeholders through official institutional channels and published on the Jeryk EC website. Learners are encouraged to familiarize themselves with the most current version of this policy and to seek clarification from the academic or administrative team whenever necessary.