

## **Introduction**

The Blackford Centre is committed to helping our learners in any way we can. Our aim is that all of our learners, with our help and that of their tutor, will be able to achieve their very best.

This policy applies to learners for whom the normal arrangements for learning may affect their ability to demonstrate their true performance level.

## **Requesting Reasonable Adjustments**

The Blackford Centre recognises two major categories of special educational need which may lead to the provision of reasonable adjustments:

- 1) Permanent or long-standing disability, illness or special educational need, e.g. blindness, dyslexia;
- 2) Temporary disability, illness or indisposition, e.g. broken arm, chronic pain.

A written request should be submitted to the Blackford Centre's Support team, with relevant evidence.

The Blackford Centre reserves the right not to put in place reasonable adjustments if appropriate evidence is not provided by the learner.

Each request must be supported by independent evidence from a medical professional, educational psychologist or other recognised educational expert supplied to the Blackford Centre by or on behalf of the learner.

## **Examination**

Reasonable adjustments in the instance of a scheduled exam must be made to the Blackford Centre at least six weeks prior to the date when the adjustment will need to be in place.

Reasonable adjustments are normally approved in advance of the assessment taking place. Where an adjustment cannot be implemented because of late notification, the circumstances will be reported to the exam awarding body.



## **Confidentiality**

Any information supplied by the learner in respect of a claim for reasonable adjustments will be treated as confidential and will only be supplied to staff on a need to know basis.

## **Processing of requests**

Given the individual nature of reasonable adjustments, we recommend that learners contact their named tutor, or the Programme Manager for an informal discussion before they submit a request. This will allow both the learner and the Blackford Centre to understand the nature of the request, and to advise upon the type of evidence required.

Each request will be acknowledged within five working days.

If the Blackford Centre is unable to identify the adjustment(s) and agree the personal learning plan required within this time, they will advise the learner in writing of the timescale for resolving the matter and will ensure that the learner is kept fully informed of progress.

## **Approval of requests**

Once a request has been approved, the Blackford Centre will confirm the personal learning plan in writing.

Having approved a request, the Blackford Centre will do its best to implement its reasonable adjustment policy in a consistent manner by implementing similar solutions for similar requests.



Reasonable adjustments log

Date	Learner name and number	Assignment name/number	Nature of the adjustment requested	Evidence submitted	Outcome	Sign and date

