

# UK Professional Development Academy



## Reasonable Adjustments and Special Considerations Policy

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Amended Date:	N/A
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Next planned review in 12 months, or sooner as required
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# **Reasonable Adjustments and Special Considerations Policy**

## **1. Introduction**

UK Professional Development Academy is committed to develop an inclusive learning environment where all learners are given equal opportunities to succeed. Some learners may require reasonable adjustments due to long-term disabilities or medical conditions, while others may need special consideration due to temporary circumstances that impact their ability to complete assessments. This policy ensures that adjustments and considerations are applied fairly and in accordance with awarding body regulations, without compromising the integrity of assessments and qualifications.

## **2. Scope**

This policy applies to all learners, staff members, assessors, and administrators at UK Professional Development Academy. It establishes the procedures for providing reasonable adjustments and special considerations to learners who may experience barriers to assessment or learning due to disabilities, medical conditions, personal circumstances, or unforeseen events. The policy ensures compliance with the Equality Act 2010, UK General Data Protection Regulation (UK GDPR), and awarding body regulations.

## **3. Definitions**

Reasonable adjustments refer to modifications made to learning and assessment conditions to remove barriers for learners with disabilities, medical conditions, or specific learning needs. These adjustments aim to ensure that learners are not disadvantaged due to their circumstances while maintaining academic standards. Special considerations are allowances granted to learners who experience temporary illness, injury, bereavement, or other exceptional circumstances that may affect their performance in an assessment. This may include extensions, rescheduling assessments, or adjusted grading where appropriate.

## **4. Principles of Reasonable Adjustments and Special Considerations**

UK Professional Development Academy ensures that all requests for reasonable adjustments and special considerations are assessed fairly, transparently, and in compliance with awarding body regulations. The College considers each case on an individual basis to ensure that learners receive the appropriate support while maintaining the validity of their qualification. Learners must provide relevant supporting evidence

for their requests, and adjustments will only be granted when they are appropriate, proportionate, and do not undermine academic integrity.

## **5. Reasonable Adjustments Procedure**

Learners requiring reasonable adjustments must notify the College as early as possible, preferably at the time of enrolment. A formal request must be submitted along with relevant supporting documentation, which may include a medical certificate, a psychological assessment report, or a statement from a qualified professional. Once the request is received, the Support Team will review it in consultation with the awarding body where necessary. If approved, reasonable adjustments will be implemented, and the learner will be informed in writing. Teaching staff and assessors will be given instructions on how to accommodate the adjustments while ensuring that assessment standards are upheld.

Adjustments may include additional time for assessments and examinations, the use of assistive technology such as speech-to-text software or screen readers, the provision of course materials in alternative formats such as large print or Braille, flexible learning arrangements, alternative assessment methods such as oral instead of written responses, and physical access arrangements such as wheelchair-accessible examination venues.

## **6. Special Considerations Procedure**

Learners who experience unforeseen circumstances affecting their ability to complete an assessment must submit a request for special consideration as soon as possible. The request must include documentary evidence such as a medical note, a death certificate, or a formal letter explaining the situation. The Academic Review Panel will assess each request based on the severity of the learner's situation, the evidence provided, and the awarding body's guidelines.

Special considerations may be granted in cases of illness or injury that affects assessment performance, bereavement of an immediate family member or close relative, severe personal circumstances such as domestic issues or legal matters, and technical failures during online assessments that are beyond the learner's control. Depending on the nature of the situation, special consideration may result in a deadline extension for coursework submission, the opportunity to sit the assessment at a later date, an adjusted grade or mark where awarding body regulations permit, or alternative assessment arrangements.

Learners will be notified of the decision in writing within five working days of submitting their request. If special consideration is approved, the necessary adjustments will be made while ensuring compliance with academic and regulatory requirements.

## **7. Appeals and Complaints**

Learners who are dissatisfied with the decision regarding their request for reasonable adjustments or special consideration may appeal in writing within two weeks of receiving the decision. The appeal must outline the reasons for the request and provide any additional supporting evidence if available. The appeal will be reviewed by a senior academic officer, and a final decision will be communicated within four weeks. Complaints regarding the handling of requests must follow the College's grievance procedures.