



**UNIVERSITY
ACADEMY 92**
MANCHESTER

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| <u>Exam Reasonable Adjustments Policy</u> | |
| Implementation date: | July 2020 |
| Version number: | 1.1 |

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| | | Regulations |
| | | Procedure |
| | | Code of Practice |
| | | Guidance |
| <u>Area of UA92 business</u> | | Academic |
| | | Finance |
| | | Governance & Compliance |
| | | Marketing and Engagement |
| | | Operations |
| | | People |
| | | Registry and Quality |
| | X | Student Life |
| | | Student Recruitment and Admissions |
| | Other | |
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| <u>Author:</u> | | Student Well-being and Disability Manager |
| <u>Owner (if different from above):</u> | | Director of Student Life |
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| REVISION HISTORY | | | |
|-------------------------|-------------|--------------------------------------------------------------------------------|-------------------------------------------|
| Version | Date | Revision description/Summary of changes | Author |
| 1.1 | 2 July 2021 | Addition of Assessment Memo consideration for some disabled students for exams | Student Well-being and Disability Manager |

Document: Examination Reasonable Adjustments Policy
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| 1.2 | 27 th July 2021 | Updating of job titles and categorisation. | Student Administration Officer |
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1. Purpose

The purpose of this policy is to:

- 1.1 Outline the commitment of University Academy 92 (UA92) to consider the provision of reasonable adjustments in formal exams for disabled students.
- 1.2 Identify the eligibility criteria for consideration of Exam Reasonable Adjustments (ERAs).
- 1.3 Provide clear guidance as to how ERAs and the responsibilities of both the student and UA92 will be communicated to students.

2. Scope

- 2.1 This policy applies to all current students and apprentices registered on a UA92 course, which involves formal exams (please note, not all UA92 courses involve formal exams).
- 2.2 This policy applies to students and apprentices who are considered to have a disability in accordance with the definition outlined in the Equality Act 2010 (please see 'Disability Policy' for more information about the legal definition of 'disability').
- 2.3 This policy does not apply to students and apprentices who are not disabled or to those who are unable to provide medical evidence of their disability.
- 2.4 UA92 will keep a record of all communication students, apprentices and applicants make with UA92 regarding ERAs. Any documentation provided will also be kept on file. Records will be retained in line with the UA92 Data Retention Policy.

3. Policy statements

- 3.1 UA92 is committed to ensuring reasonable adjustments are made in formal exams, where appropriate, to reduce the disadvantage disabled students and apprentices face in comparison to non-disabled students and apprentices.
- 3.2 As part of our anticipatory duty under the Equality Act 2010, UA92 has considered and identified (in advance) various possible ERAs and developed guidance for colleagues in relation to each adjustment. However, provision of ERAs will be considered on a case-by-case basis.

Eligibility for Exam Reasonable Adjustments

- 3.3 In order for ERAs to be considered, a student or apprentice must have a disability according to the Equality Act 2010 and must have been formally registered with the UA92 Inclusive Support service at least four weeks prior to any exam or assessment (please see [‘Disability Policy’](#) for more information about how to request an appointment and register with [Inclusive Support](#)).
- 3.4 Most students and apprentices requiring ERAs will be eligible for Disabled Students’ Allowances (DSA). Where possible, DSA should be applied for and the student’s or apprentice’s DSA Study Needs Assessment Report considered before ERAs are arranged. Please note that recommendations made by the DSA Study Needs Assessor are not required to be implemented by UA92 or any other Higher Education Institution and are provided as recommendations only.
- 3.5 The UA92 Inclusive Support service is responsible for determining whether ERAs are required and for identifying what these ERAs will be. This decision will be made based on medical evidence and professional judgement in collaboration with the Course Leader and Registry team, where appropriate.
- 3.6 A student or apprentice is not automatically eligible for ERAs because they are disabled. Adjustments will only be considered in cases where a student’s or apprentice’s disability is expected to affect their performance in exams and present a disadvantage in comparison to non-disabled students and apprentices and where they are allowed by any Professional or Statutory Regulatory Bodies involved with the course.

Communication of Agreed Exam Reasonable Adjustments

- 3.7 The agreed ERAs will be communicated to the student or apprentice either in person or in writing once a decision has been made. They will also be documented on the student’s Learning Support Plan.
- 3.8 Two weeks prior to an exam period, the student or apprentice will receive an email from Registry confirming their agreed ERAs and providing information about the responsibilities of the student or apprentice and of UA92. For example, if a student or apprentice is permitted to use coloured overlays it will be the student’s responsibility to provide these, but if accessible exam papers are required UA92 would be responsible for providing them.

- 3.9 All students should ensure the ERAs listed in their pre-exam email are correct; if there are any discrepancies it is the student's or apprentice's responsibility to contact Registry (registry@ua92.ac.uk) at least one week in advance of the exam to inform them.
- 3.10 UA92 reserves the right to amend any decision made regarding ERAs if this is considered to be reasonable. For example, if medical conditions change/improve, or if an alternative adjustment is considered more appropriate.

4. Examples of Exam Reasonable Adjustments

Some examples of exam reasonable adjustments may include, but are not limited to;

- Provision of additional time
- Accessible exam papers
- Practical assistance e.g. a scribe

5. Assessment Memo

- 5.1 Assessment Memos (AM) are provided to students and apprentices (during their registration appointments with Inclusive Support) who have a diagnosed specific learning difficulty (SpLD). They are advised to upload their AM with assignments, to alert the person marking their work that they have a SpLD, so this can be taken into consideration during the marking process. Guidance about marking assignments in consideration of SpLDs is provided on the Assessment Memo, to provide more information for markers.
- 5.2 If a student or apprentice has an Assessment Memo, this will also be attached to any formal exam papers.
- 5.3 The Inclusive Support Service will inform Registry regarding students and apprentices with an Assessment Memo (via upload to a shared folder).
- 5.4 Registry will use this information to ensure either physical or electronic exam papers are identifiable so the initial marker, second marker and moderator are all aware that the student has an AM in place and marks in consideration of their SpLD.

6. Related Documentation

- [Disability Policy](#)
- Data Retention Policy
- Guidance for Exam Reasonable Adjustments for Colleagues