

Policy on Special Consideration & Reasonable Adjustment

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Introduction

Imperial College of Excellence (ICE) promotes the inclusive education and ensures the fair opportunity to less able students (for physical, mental and other acceptable reasons, such as physical/mental disability, dyslexia, emotional breakdown, accidents etc.), so that they would be able to complete the study and contribute the society with the same potential like ordinary students.

Reasonable Adjustment

ICE may make some fair and reasonable adjustments to accommodate the less able students, which may not bring extra advantage to them and simultaneously, disadvantages to the ordinary students. Hence, such adjustment MUST NOT affect the integrity of the award advantage to any student.

Examples of reasonable adjustments may include the following:

- Changes in lecture schedules
- Allowing extra time, e.g. assignment extensions
- Changing standard procedures, such as admissions procedures
- Adapting facilities, such as library or IT facilities
- Providing additional services, such as a learning materials in alternative formats (such as, coloured papers for the Dyslexic, stereotype for eye-sight effected students)
- Training staff to understand their responsibilities under the DDA
- Altering the physical environment to make it more accessible
- Using assistive technology
- Assessment material on coloured paper or in audio format

Applying Reasonable Adjustment

It is very important to note that reasonable adjustments must be approved and set in place prior to assessment commencement. A learner who is disabled may not always be entitled to reasonable adjustment while to qualify for reasonable adjustment, a learner does not need to be a disabled person. Permitting reasonable adjustment hinges on to ensure access to assessment and can only be granted if certain criteria are strictly maintained.

A reasonable adjustment can only be made if it:

- Does not affect the validity or reliability of the assessment
- Does not give the learner an unfair advantage
- Does not influence the final outcome of the assessment decision

All reasonable adjustments made by ICE are subject to meeting the requirements of the appropriate assessment strategy for the qualification specification and assessment criteria set by the relevant awarding body.

Where ICE identifies that some sort of adjustment must be initiated, it will do its best to put in place suitable and appropriate reasonable adjustments without affecting the integrity and quality of the award or giving any unfair advantage to students for whom reasonable adjustments are made.

Submitting a Request

- Students are advised to mention of such needs at the time of application for admission.
- Students are advised to inform us at any time they feel to inform us.
- The information will be treated strictly confidentially. But they may be disclosed only to the certain authorities for the assessment and relevant issues) and s/he will not be treated differently.
- Students are advised to inform the relevant ICE authorities before making a formal request for adjustment, so that we can assess and arrange the needful
- A formal written request should be submitted to the Academic Head/Assistant Academic Head of Imperial College of Excellence (ICE) using the Reasonable Adjustment Application Form (RAAF) together with all the required supporting evidence.
- Students will be contacted by the ICE within 7 days from the application.
- The arrangement will be done within a reasonable time.

Extenuating Circumstances

ICE recognises extenuating circumstances for which a learner may need extra time e.g. assignment-extension, deferring an exam and so on. On the basis of extenuating circumstances substantiated with evidence, ICE may fairly adjust the arrangement accordingly. The extenuating circumstances can be for:

- Severe illness in the run-up to an assignment deadline,
- Bereavement in the run-up to an assignment deadline (normally a close relative, i.e. parent, child, partner or sibling)
- Emergency in connection with a family member or dependent
- Civil disturbance (intimidation, bomb-scares, bus and rail disruption)
- Unexpected and traumatic event (e.g. Being assaulted, or witnessing an accident or assault)
- Extreme weather conditions preventing either study or travel
- Domestic upheaval (fire, burglary, eviction)
- Death of relatives
- Emotional breakdown
- Other acceptable and justified reasons.

(Appropriate evidence can be needed).

ICE may reject the request, if the circumstances are changed and/or assessment is negative. Besides, the following reasons will not give raise for consideration:

- General pressure for academic works
- Employment engagement reducing the time for study
- Pressure of other academic work e.g. other coursework due around the same time
- Taking a pre-arranged holiday
- Preparations for wedding
- Transport delay (can be reviewed)
- Moving a house (can be reviewed)
- Financial stress (can be reviewed)
- misread the timetable (can be reviewed).
- Equipment problems, Internet, PCs etc (can be reviewed).

Informing an Extenuating Circumstance

- The students must inform the relevant ICE authorities immediately.
- They must NOT ASSUME for the reasonable adjustment till it is formally granted by the appropriate authorities.
- If a student fail to inform the ICE immediately, we may reconsider that fact and rearrange the adjustment (such as, being in Hospital, Detention, HMP, abroad etc.)

Judgement of Extenuating Circumstances

- The relevant authorities will make a reasonable adjustment
- If the student is not happy with the decision for adjustment (full rejection and/or partly adjusted), the student may appeal to the Principal within 3 days.
- The Principal's decision is final and no more appeal right is allowed thereafter.

Closing Statement

Imperial College of Excellence (ICE) is committed to providing ongoing support to students and aspires to eliminate discrimination ICE ensures that nobody is discriminated on the basis of race, colour, religion, sex and sexual orientation etc. ICE will respond positively to the requests for adjustments as long as they are not contradicting with the rules of the relevant awarding body and are not affecting the validity and reliability of the study programme. It will also consider the impact of extenuating circumstances supported by documentary evidence. All these are put in place so that ICE can help learners progress without any obstacle and without being disadvantaged.