TITLE	REF [as per register]	VERSION
Reasonable Adjustments Policy for Higher Education	HEP002	2

APPROVAL BODY: [as per policy register]	DATE [of approval]	REVIEW DATE
GET	18 August 2026	30 August 2027

LEAD PERSON	Director of Higher Education		
EQIA DATE	August 2026	DPIA DATE	August 2026

Reasonable Adjustments Policy for Higher Education

Contents

1. Policy Statement 1
2. Purpose 2
3 Scope 5
4 Definition of Reasonable Adjustments 5
5 Responsibilities 5
6 Monitoring and Reporting 6
7. Confidentiality 7
8. References 7

1. Policy Statement

- Activate Learning recognises its duties and responsibilities to enable and support widening participation in higher education under the Equality Act 2010. As such, a student does not necessarily have to be disabled (as defined by the Equality Act 2010) to be entitled to reasonable adjustment(s).

- The Reasonable Adjustments Policy details Activate Learning's commitment to support the effective implementation of reasonable adjustments, as part of our accessibility and anticipatory duties and our Equality Policy.

- Accordingly, Activate Learning is committed to the following aims:

- Encouraging people with a disability, additional learning needs or a health condition to declare their circumstances to us so that we can assist them appropriately
- Eliminating any discriminatory practices as far as possible
- Enabling individuals to demonstrate their knowledge, skills and understanding by removing

unnecessary barriers

- Working with students on an individual basis to understand the barriers they face as a result of their disability, special educational needs or health condition and to consider reasonable adjustments to enable them to participate fully in the college life.
- Ensuring the quality, validity, integrity, comparability and reliability of assessments is not compromised.

2. Purpose

1.1. ~~The purpose of this Policy is to set out our commitment and approach to making reasonable adjustments to ensure that we do not discriminate either directly or indirectly against learners with a disability.~~ The purpose of this Policy is to set out our commitment and approach to making reasonable adjustments for applicants and students with a disability, additional learning need, health condition or other evidenced need, so they are not placed at a substantial disadvantage.

- Activate Learning's Reasonable Adjustment Policy and associated procedures set out how we fulfil our anticipatory duty by making reasonable adjustments that effectively support students to succeed. Reasonable Adjustments are made so that no applicant or student is placed at a substantial disadvantage. This applies to all aspects of the student experience, including but not limited to:

    - **Admissions**, criteria for admission, programme enquiries, and application procedures.
    - **Teaching and learning** delivery methods, assessment methods, assessment criteria, and curriculum (for example, procedures, policies, course materials, teaching, and assessment methods).
    - **Physical features of the learning environment** (for example, ensuring accessibility of buildings, fixtures, and fittings).
    - **Provision of support services** (for example, specialist equipment or human support).

1.2. Higher Education Programme Information

2.31. We will provide you with accurate, up-to-date, and complete programme information. This information is located on the website for applicants and contains key information including entry requirements, teaching methods and assessments.

2.32. If you think you may require reasonable adjustments when looking at this information, please contact HE@activatelearning.ac.uk

1.3. Admissions & Enrolment

1.3.1. Should you require reasonable adjustments to the higher education admission process, such as completing the application form or adjustments to attend an interview or completing any initial assessments or enrolment form, please contact HE@activatelearning.ac.uk

- **Teaching and Learning**
- If you have a declared disability or additional learning needs, the HE Programme Coordinator and study support tutor will be able to discuss your needs, establish a support plan, and make reasonable adjustments where appropriate. Your Programme Specification can be accessed on our website and Activate Learning Online (ALO) (virtual learning environment) for enrolled students, which includes details of course delivery including teaching location, timetable, and teaching and assessment methods. If you feel you require reasonable adjustments, please contact the HE Study Support Team at **HESupportServices@activatelearning.ac.uk** who will be able to advise you.

1.4. Assessments (coursework)

1.4.1. Most assessments will require you to submit coursework in the form of written essays, reports, case studies and/or a dissertation / major project. In addition, you may be required to demonstrate your practical and/or professional skills in the form of presentations, seminars or three-dimensional pieces of work. If you require reasonable adjustments, the delivery team will consider whether an alternative assessment is appropriate, such as an oral assessment (Viva), to assess your knowledge and understanding.

1.5. Exams

~~1.5.1. If your programme requires examinations as an assessment component, and you require reasonable adjustments, you can apply for Special Consideration (SC) to our Examinations Office.~~

1.5.2. Reasonable adjustments for examinations will be based upon the evidence provided and follow the Joint Council for Qualifications (JCQ) instructions and requirements for examinations: Access Arrangements, Reasonable Adjustments and Special Consideration - JCQ Joint Council for Qualifications

1.5.3. Examples of reasonable adjustments for examinations include:

- **Extra time** – normally 25%, but could be up to 50% in exceptional cases, subject to appropriate evidence and relevant examination body requirements
- **Reader** – Someone will read the text from the examination paper.
- **Computer Reader** – A Reader Pen or use of the 'Read Aloud' function on your computer.
- **Scribe** – Someone will write down your answers to the examination questions.
- **Supervised Rest Breaks** – If you are unable to concentrate for long periods of time due to a medical condition, or social and emotional difficulties.
- **Individual Room** – If you have a medical or psychological condition which requires you to sit an exam in an individual room.

1.5.4. For further details and information, please see our Exams Access Arrangements Policy

1.6. Facilities & Equipment

1.6.1. All our campuses are inclusive with quiet areas to support reasonable adjustments. Your support plan will detail and make available any specialist equipment required for your programme of study. Your support plan may also include reasonable adjustments to support your requirements to navigate the campus and for safe evacuation in case of an emergency.

1.7. Financial Support

1.7.1. We will assist you in accessing information on sources of financial support. Activate Learning provides a range of bursaries and support funding, which you may be eligible for. For further details please see our Bursaries and Study Support Funds Information about Disabled Student Allowance (DSA) can be found at https://www.gov.uk/disabled-students-allowance-dsa

1.8. Work Placement/Experience

- Your programme may require you to carry out work placement or work experience. An assessment will be made to determine the suitability of a placement or work experience and consider reasonable adjustments that could be made.

- **Digital Accessibility**
- Published material will be available in various formats, including, but not limited to:
    - Website documents, including policies and procedures

- The Virtual Learning Environment (Activate Learning Online (ALO))
- Printed materials
- Journals & Books, including digital formats

3. Scope

- The Policy applies to all [1] enquirers, applicants and students who require reasonable adjustment so that they are not placed at substantial disadvantage during their applicant and/or student journey

4. Definition of Reasonable Adjustments

- Reasonable adjustments are changes made to policies, practices, or physical features, or the provision of auxiliary aids or services, that aim to reduce or remove a substantial disadvantage faced by a disabled student. They enable inclusion and are tailored to individual needs. Examples include:

- Adapting learning arrangements (e.g. adjusting teaching methods, providing extra time and alternative assessment methods).
- Making physical spaces more accessible.
- Providing equipment, services, or support (e.g. assistive software, specialist support, ergonomic tools).

- A short-term illness, health condition, or temporary injury is not regarded as a disability. A student who is temporarily ill or injured isn't entitled to reasonable adjustments, however, staff are encouraged to take a flexible and sympathetic approach to significant and properly verified short terms needs, for example, other adjustments may be available such as an extension or deferral of assessment by following Activate Learning's Higher Education Extenuating Circumstances Procedure.

- Where a student's health deteriorates and there are concerns about their welfare, the welfare of others or their ability to manage the demands of the course, they may be referred to the Fitness to Study or Reside procedures depending on the nature of the concerns and the current requirements of their programme of study.

5. Responsibilities

[1] Students applying for or studying a Higher National Certificate, Higher National Diploma, Foundation Degree or BA/BSc (Hons) top-up Degree,

I. **Activate Learning** – Considers the potential needs of all applicants and students and ensures they are aware of the services and support available to meet their individual needs, and how to access them.

II. **Student/Applicant** – Informing us of a disability or learning need at the earliest opportunity and providing evidence, where available, to support a request for reasonable adjustments.

III. **HE Advice and Admissions Team** – Provides initial advice and guidance to potential applicants who may require reasonable adjustments and connects applicant with the appropriate Group service or Faculty team.

IV. **Digital Education Team** – Provides students with access to assistive technology, software and training.

V. **College Estates Team** – Assesses the needs of students with physical disabilities and/or hearing or sight impairment in being able to access teaching, learning, and other subject-specific resources or facilities.

- **HE Study Support Tutor** - Establishes an individual support plan in collaboration with HE Programme Coordinator and provides advice, guidance and one-to-one support for applicants and students who require reasonable adjustments.
- HE **Programme Coordinator** – Implements the reasonable adjustments detailed on the individual support plan in collaboration with HE Study Support tutors and monitors progress through team meetings and student tutorials
- **HE Module Leads** – Implement reasonable adjustments to teaching and assessment based upon individual student support plan.
- **HE Academic Board** – Provides assurance of higher education academic standards, the quality of teaching, learning and assessment, and the student experience to the Board of Governors.

6. Monitoring and Reporting

3.1 Activate Learning has comprehensive monitoring and governance structures to assure the effectiveness of the operation of the Reasonable Adjustment Policy and associated Procedures and to monitor outcomes.

3.2 Reasonable adjustments will be recorded on your Support Plan and made available on ProMonitor.

3.3 Monitoring information is provided on the requests received by Activate Learning for reasonable adjustment to be made, the nature of the adjustment requested, adjustment

assessment outcome, and the application of an adjustment where agreed.

3.4 Equality monitoring of all protected characteristics (Equality Act (2010)) is provided for incidence and analysis. Care is taken that no individuals are identified in the reporting process to protect sensitive personal information.

3.5 Activate Learning also submits reports to the HE Academic Board in addition to any external, regulatory, and awarding bodies on fulfilment of its anticipatory duty.

7. Confidentiality

- We take your privacy seriously and will treat any request relating to reasonable adjustments with strict confidentiality.
- Personal information submitted will only be seen by staff authorised to process and consider your request.
- Details will not be shared beyond those directly involved in the assessment process, except where required by appeals procedures or professional body regulations.
- Records will be securely stored and managed in line with our Information Security and Data Protection Policy & Procedure, and relevant legislation (the Data Protection Act 2018)
- We recognise that information shared may include sensitive personal data (such as health or disability-related details), and this will be handled with particular care.

8. References

Other related policies and procedures include:

- Admissions Policy
- Admissions Procedure for Higher Education
- Extenuating Circumstances Procedure for Higher Education
- Exam Access Arrangements Policy and Procedure
- Health and Safety Policy
- Fitness to Study and Reside Policy