

Procedure Title	Reasonable Accommodation for Assessment
Associated Policy	<ul style="list-style-type: none"> • Chapter 6 Assessment of Learners • Chapter 7 Supports for Learners
Version Number	V1
Owner	Education and Training Manager
Adoption Date	10 2022
Review Date	09 2023
Next Review Date	09 2024

Purpose

To set out a clear procedure to enable learners to request reasonable accommodation for assessment which is implemented in a fair and impartial manner which neither advantages or disadvantages the learner or other learners.

Scope

All learners

Definitions

In the context of assessment, reasonable accommodation is the term for the adaptation of assessment as necessary to cater for the needs of learners whose personal situation means that assessment would otherwise be unfair e.g. learners with a disability.

Steps for Implementation

- If a learner requires special accommodation for assessment, they should inform the ETM as soon as possible, and request and submit a Reasonable Accommodation in Assessment Application Form. We cater for the needs of the learner as far as is practicably possible.
- Specific needs that are eligible for consideration include the following:
 - Autistic Spectrum Disorder
 - Attention Deficit Disorder
 - Attention Deficit Hyperactivity Disorder
 - Blind/vision impaired
 - Deaf /hard of hearing
 - Developmental Co-ordination Disorder (Dyspraxia/Dysgraphia)
 - Mental Health Condition (e.g. bipolar disorder, schizophrenia, clinical depression, severe anxiety, severe phobias, OCD, severe eating disorders and psychosis)
 - Neurological condition
 - Significant ongoing illness (e.g. diabetes type 1, cystic fibrosis, gastroenterology condition etc)
 - Physical/mobility difficulty
 - Specific Learning Difficulties (dyslexia or dyscalculia)
- The learner must provide evidence of the need for reasonable accommodation. This could include a medical report, an educational psychologist report, an occupational therapist report, a guidance counsellor report.
- The learners should check with the ETM as to what evidence they need to submit.

- The ETM reviews the application to ensure that sufficient evidence/documentation is supplied and asks the learner to submit additional information if necessary.
- The ETM updates the Reasonable Accommodation Log.
- The ETM contacts the learner to determine the needs of the learner and agrees arrangements to support and facilitate the learner in the assessment process as far as is practicably possible.
- The ETM ensures that the arrangements being put in place for the learner do not compromise the integrity of the assessment or quality of assessment outcome or negatively impact any learner in some other way.
- The ETM lets the learner know the outcome of the request for reasonable accommodation in writing within 8 working days of receipt of the completed application form.
- The ETM informs the tutor and makes arrangements for the reasonable accommodation.
- Adaptation to assessments may include the following:
 - Modified assignment briefs/ examination papers
 - Scribes/readers
 - Use of sign language interpreters
 - Practical assistants
 - Rest periods
 - Adaptive equipment/ software
 - Use of assistive technology
 - Extra time
- Where reasonable accommodation has been granted, the assessment evidence is marked and graded in accordance with the standards of the award.
- The ETM records details of the reasonable accommodation provided in the Reasonable Accommodation Log and retains evidence of eligibility until the learner has completed their programme and the assessment process has been concluded.
- The ETM contacts unsuccessful applicants and explains why the application was not approved and advises them that they can appeal the decision.

Appeals process:

- The appeal must be submitted in writing to the ETM using the Reasonable Accommodation in Assessment Appeals Form within 5 working days of being advised of the decision. The applicant can request the form from the ETM.
 - The ETM asks an external member of the Academic Council to review the appeal.
 - The review and the decision must be complete within 10 working days of receipt of the appeal
 - The external member of the Academic Council carries out the review, makes a decision and informs the ETM in writing. The decision from this review is final.
 - The ETM notifies the applicant in writing of the outcome of the appeal
 - The ETM updates details of the appeal on our Reasonable Accommodation Log and retains records of correspondence
- All personal data related to an application is securely maintained according to our data protection policy and destroyed in line with our data retention schedule
 - The ETM makes the Reasonable Accommodation Log available to the External Authenticator and the Academic Council.

Reference Documents

- UDL for FET Practitioners Guidance for Implementing Universal Design for Learning in Irish Further Education and Training
- CDVEC Disability Support Service Principals' Manual
- Teaching And Learning; Making Learning Accessible for Students in Further Education and Training (Ahead)

Supporting Documents

- Reasonable Accommodation in Assessment Application Form
- Reasonable Accommodation in Assessment Appeals Form
- Reasonable Accommodation Log