



CAMBRIDGE MANAGEMENT AND LEADERSHIP SCHOOL

REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATION POLICY

Reasonable Adjustment

Cambridge Management and Leadership School (CMLS) supports the use of reasonable adjustments for Learners. Reasonable adjustments aim to reduce the effect of a disability¹ so that a Learner does not experience any substantial disadvantage compared to a Learner that is not disabled.

CMLS takes all reasonable steps to identify and support Reasonable Adjustments and to reduce the impact of a disability. Centre staff must refer to Qualification Specifications for any minimum standards that must be met on assessments. Reasonable Adjustments must be recorded and evidence maintained.

Operation of Reasonable Adjustments Policy

Reasonable Adjustments are intended to avoid disadvantage for students who may require support to take an assessment. In considering Reasonable Adjustments CMLS plan ahead and need to take into consideration:

- The Qualification Specifications for any minimum standards that must be met on assessments.
- The unique needs of the individual Learner.
- The costs of any adjustment.

¹ Disabled and disability is as defined in the Equalities Act 2010.

- The impact of the Learner and any other Learners.

Types of Reasonable Adjustments available

- Assignment extensions.
- Course materials and handbooks in alternative formats, such as digital talking books, to enable learners to have greater independence.
- Questions in large print for Learners with visual impairment.

Students must complete the Reasonable Adjust form and submit us following acceptable evidence.

- a letter from a hospital consultant;
- a letter from the Local Authority Sensory Impairment Service;
- a letter from the Occupational Health Service; or
- a letter from a Speech and Language Therapist (SaLT); or
- a Statement of Special Educational Needs, or an Education, Health and Care Plan, which confirms the Learner's disability

CMLS maintain the Record of Reasonable Adjustments Form with evidence which are made available to the awarding body if applicable.

Special Consideration Policy

CMLS operates Special Consideration policy which is an adjustment to a Learner's assessment outcome, mark or grade to reflect temporary injury, illness or other indisposition at the time of the assessment.

CMLS will make a judgement on any Special Consideration based upon awarding body policy and guidance. Before applying a Special Consideration, the Qualification

Specification is checked to ensure that any minimum standards that must be met on assessment is applied.

Types of Special Consideration available

- An extension on the submission deadline where a written piece of work is required to be submitted.
- Extra time.
- Recent physical assault, accident, illness or injury at the time of the assessment.
- A different assessment where the occurrence of the unexpected situation has resulted in the learner not being able to fulfil the expectations of the original assessment as set.

Students must complete the Special Consideration form and submit us suitable acceptable evidence. CMLS maintain the Record of Special Consideration which are made available to the awarding body on their request.