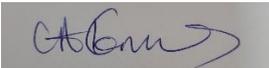
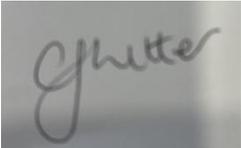
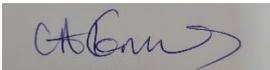


BioGrad Reasonable Adjustments and Special Considerations Policy

Copy Holder Information

Copy No	Issued To	Issued By	Date of Issue
1	All Staff	Catherine Kennedy	13.11.2025

Author: Catherine Kennedy	Signature 	Date: 13.11.2025
Approver: Catherine Witter Title: Managing Director	Signature 	Date: 14.11.25
Quality Assurance: Title:	Signature	Date:

Periodic Review Date:		
Periodic Review 1 Date:	QA Signature 	Date: 13.11.2026
Periodic Review 2 Date:	QA Signature	Date:

Contents

1. Purpose	3
2. Scope.....	3
3. Definitions.....	3
4. Legal and Regulatory Framework	3
5. Reasonable Adjustments	4
6. Special Considerations	5
7. Confidentiality and Data Protection	6
8. Roles and Responsibilities.....	6
9. Complaints and Appeals	6
10. Monitoring and Review	6

1. Purpose

This policy outlines the approach of BioGrad Education to ensuring all learners have fair and equal access to assessments and learning for Level 5 scientific qualifications. It covers the implementation of reasonable adjustments for learners with disabilities or learning difficulties, and the application of special considerations in unforeseen circumstances.

2. Scope

This policy applies to:

- All enrolled learners pursuing Level 5 qualifications in the scientific field.
- All staff involved in teaching, assessment, and administration.
- All assessment types, including practical work, written assignments, and examinations.

3. Definitions

Reasonable Adjustment:

A change that helps reduce the effect of a disability or difficulty that places the learner at a disadvantage during teaching or assessment, without altering the integrity of the qualification.

Special Consideration:

A post-assessment adjustment to a learner's grade or opportunity to retake assessment due to temporary illness, injury, or other unforeseen circumstances beyond their control.

4. Legal and Regulatory Framework

This policy aligns with:

- **Equality Act 2010**
- **JCQ Access Arrangements and Reasonable Adjustments**
- **Ofqual Conditions of Recognition**
- Specific guidelines from awarding organisations
- RARPA

5. Reasonable Adjustments

5.1 Eligibility

Learners may request a reasonable adjustment if they have:

- A learning difficulty or disability (e.g., dyslexia, ADHD, autism)
- A sensory or physical impairment
- A long-term medical condition affecting learning or assessment

5.2 Examples of Reasonable Adjustments

- Extra time (typically 25% for written assessments)
- Use of assistive technology (e.g., screen readers)
- Modified materials (e.g., large print, coloured overlays)
- Rest breaks or separate rooms
- Scribes or readers

5.3 Process

1. **Learner Disclosure:** Learners should disclose their needs during enrolment or as early as possible.
2. **Evidence Submission:** Medical reports, educational psychologist assessments, or EHCPs must be provided.
3. **Assessment:** The internal quality assurer (IQA) and Head of Quality will assess the request.

4. **Implementation:** Adjustments will be applied based on awarding body approval and documented in an Individual Support Plan (ISP).
5. **Review:** Adjustments will be reviewed annually or as needs change.

6. Special Considerations

6.1 Eligibility

Special consideration may be granted for:

- Temporary illness or injury
- Bereavement of a close family member
- Domestic emergencies
- Significant mental health episodes

6.2 Examples of Special Consideration

- Extension to assignment deadline
- Opportunity to resist assessment
- Mark adjustment in line with awarding body policy or quality process RARPA

6.3 Process

1. **Notification:** Learner must notify staff within 5 working days of the incident.
2. **Evidence:** Medical certificates, police reports, or other relevant documentation are required.
3. **Decision:** The Quality Lead will review and apply for consideration with the awarding body.
4. **Communication:** Learner will be informed of the outcome within 10 working days.

7. Confidentiality and Data Protection

All information related to reasonable adjustments or special considerations will be processed and stored in accordance with **UK GDPR** and the **Data Protection Act 2018**. Only relevant staff will have access to personal data.

8. Roles and Responsibilities

Role	Responsibility
Learners	Disclose needs promptly and provide documentation.
Tutors/Lecturers	Identify potential needs and signpost learners.
Quality Lead/IQA	Oversee implementation and compliance.
Administrative Staff	Record and track adjustments.
Awarding Organisation	As our qualifications are non-endorsed and accredited under RARPA, we can frequently and speedily support any requested adaptations.

9. Complaints and Appeals

Learners dissatisfied with decisions may submit a written complaint following the BioGrad Education Complaints and Appeals Policy, which includes escalation procedures.

10. Monitoring and Review

This policy will be reviewed annually or when changes in legislation or awarding body requirements occur.