
Reasonable Adjustments in Assessment

Guidance for Staff
2019/20





Reasonable Adjustments in Assessment

Guidance for Staff

Contents

Background	4
Purpose of reasonable adjustments in assessment	4
What are reasonable adjustments in assessment?	4
What is the difference between reasonable adjustments and Exceptional circumstances?	4
Other Considerations	5
Competence standards	5
Applying reasonable adjustments	5
How are Reasonable Adjustments Identified?	5
Initial Assessment	5
Formal Assessment	6
Who are the assessors?	6
Learning Support Statements	6
What is a Learning Support Statement?	6
Development of Learning Support Statement	7
Can I be involved in the development of LSS?	7
Examples of reasonable adjustments	7
What do I do if it is not possible to implement reasonable adjustments as identified	7
Alternative Assessments	8
What are alternative assessments?	8

What if an alternative assessment is not appropriate?	8
Can I get support in designing alternative assessment?	8
Placements	9
Who is responsible for implementing reasonable adjustments for students on placement?	9
Educational Visits/Trips	9
Who is responsible for implementing reasonable adjustments for students on Educational Visits/Trips?	9
Technical/Practical Activities	9
Risk assessment	9
Collaborative Academic Partners (CAP) Establishments	9
Who is responsible for putting additional support into place?	9
Where can I get support if I am unsure how to implement reasonable adjustments?	10
Other Stuff	10
International Students studying on campus	10
Can I do anything to make resources more inclusive?	10

Background

Purpose of reasonable adjustments in assessment

The purpose of reasonable adjustments in assessment is to:

- Provide a framework in which the student can demonstrate learning, knowledge, understanding and application within their chosen area of study to the best of their ability.
- Build resilience and develop skill sets that will equip the Student to move forward into employment and/or further study upon completion.
- Facilitate completion of course of study in a timely manner with the best possible academic outcome for the student.

What are reasonable adjustments in assessment?

These are the steps we can take to make sure that students are not substantially disadvantaged because of a disability compared to students on the same course that do not have a disability.

What is the difference between reasonable adjustments and Exceptional circumstances?

Reasonable adjustments are identified for specific ongoing disabilities. If there is anything else seriously impacting on a student's studies, which they have not been able to overcome, they will need to access the exceptional circumstances process.

The University is not able to consider exceptional circumstances relating to a condition for which a Student already has a Learning Support Statement (LSS), where there is no change in their condition. Students can claim for exceptional circumstances by logging into e-vision and going to 'My Modules and Assessment' section.

Students can access support in submitting an exceptional circumstances application by contacting the Student Guidance Team

e: support@staffs.ac.uk

Via the [Student hub](#)

online bookings: <https://bookings.staffs.ac.uk/>

Other Considerations

Competence standards

A competence standard is defined within the Equality Act 2010 as: 'the academic, medical or other standard(s) applied for the purpose of determining whether a person has a particular level of competence or ability'. It therefore may not be possible to adjust aspects of some assessments because they constitute a competence standard e.g. OSCE assessments

Schools must ensure that competence standards are 'genuine'. Competence standards should be the subject of regular review to ensure they remain genuine.

Some programmes include mandatory requirements, often but not exclusively, related to the need to demonstrate certain knowledge, skills and competencies required by professional, statutory or regulatory bodies.

Where competence standards do not apply, Schools must be prepared to implement reasonable adjustments to assessment to ensure that disabled students are not at a disadvantage.

Applying reasonable adjustments

Reasonable adjustments will be agreed in partnership between the student and an academic member of Staff working within the student's area of study supported by members of the Student Support and Wellbeing team. Adjustments will consider the Student's individual needs and specific course requirements

Where a Student requires an adjustment to their assessment and either does not have an LSS or it is not specified in the LSS, they should contact Student Support and Wellbeing team at the earliest opportunity and before the stipulated deadlines so that an LSS can be created or amended.

Students must be made aware that if they do not do this before the deadline, this may affect the decision in terms of what it considers reasonable and practicable to arrange within the time available

How are Reasonable Adjustments Identified?

Initial Assessment

When the Student discloses a disability, they will be offered an appointment with a Disabled Student Support Co-Ordinator or Wellbeing Advisor to agree on reasonable adjustments for an interim LSS.

If the Student has disclosed this to you, you can also refer the Student to Student Support and Wellbeing Team:

e: studentwellbeing@staffs.ac.uk

t: 01782 294977

or book an appointment online: <https://bookings.staffs.ac.uk/>

Face to face and telephone appointments are available at Stoke, Stafford and Shrewsbury. For Students based at Digital Institute London (DIL) telephone appointments are available

Formal Assessment

The assessments are conducted at one of the Approved Assessment Centres based within the UK. A significant number of our students are assessed at Staffordshire Regional Access Centre which is housed within the University but not all.

Formal assessments are paid for through the Disabled Students' Allowances (DSAs). (See International Students on-campus section)

The Assessor will work with the evidence that the student provides – for example medical evidence from a Doctor or Consultant and/or evidence from a Psychologist or Approved Specialist Tutor.

Assessments are undertaken with the student present and normally last around two hours.

Who are the assessors?

The Assessments are undertaken by professionally qualified Study Needs Assessors who are independent of the University.

All assessments are based on the needs of the individual student and are undertaken to determine the requirements of each individual student.

Learning Support Statements

What is a Learning Support Statement?

An LSS is a document that details reasonable adjustments that will reduce barriers that a student with a disability or other need may face during their Student journey.

It is expected that this will be a starting point for students and that over the duration of their studies they will develop skills and strategies that will minimise the need for some reasonable adjustments to be made.

Any reasonable adjustment will be designed such that the assessment is as similar as possible to the original assessment, enabling the requisite skills, knowledge and experience to be assessed.

	Learning Support Statements were previously referred to as Learning Support Agreements
Development of Learning Support Statement	Following the assessment, the Assessor will write a report on a standard template giving recommendations for the adjustments that could be made by the University to support the student. This report informs the development of the Final LSS.
Can I be involved in the development of LSS?	<p>Currently, if you are the named person to whom the LSS will be sent you will be given the opportunity to provide feedback on the development of an LSS. Please see section on <i>'What do I do if it is not possible to implement identified reasonable adjustments as identified?'</i> When you receive a draft copy of the LSS you will be asked to provide feedback within 5 working days.</p> <p>The named person for each course and/or module will need to be identified within academic schools. Contact details for named persons should be provided to the Disabled Student Support Co-ordinator via email studentwellbeing@staffs.ac.uk</p> <p>If the student is on a four-year course where the Foundation year (Level 3) is undertaken a partner institution, then reasonable adjustments at Level 3 will need to be put into place by the partner institution. Once the Student commences Level 4 study at the University the responsibility for reasonable adjustments will move to the University. For further information around responsibilities for partner institutions, please see section Collaborative Academic Partners (CAP) Establishments</p>
Examples of reasonable adjustments	<ul style="list-style-type: none"> • Extra Time in Examinations - typically 25% extra (It is not possible to have extra time for OSCE assessments) • Provision of separate or private rooms for examinations – students will either be in a room with students with similar adjustments or in a room on their own • Reader in examinations. This will need to be arranged well in advance • Use of PC (Examinations) with work being saved onto a USB device <p>Alternative forms of assessment – see additional information in the alternative assessments section</p>
What do I do if it is not possible to implement reasonable	There will be occasions when it will be difficult to implement specified reasonable adjustments as specified in the LSS. This may be due to the nature of the assessment e.g. group work, practical assessment or because the course means that students must demonstrate specific professional skills e.g.

adjustments as identified	<p>Health and Allied Health Courses. However, it may be that a Student requires additional support to develop skills expected to meet the requirements of the course, so this should be considered.</p> <p>A clear and considered rationale for not being able to implement a reasonable adjustment will be needed, in order to facilitate a way forward.</p> <p>If it is not possible to implement a reasonable adjustment identified in a student's LSS please contact the Disabled Student Support Co-ordinator to discuss. This would also need to be discussed with the student</p> <p>Disabled Student Support Co-ordinator e: studentwellbeing@staffs.ac.uk t: 01782 294977</p>
----------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Alternative Assessments

What are alternative assessments?	<p>An alternative assessment is a method of assessment that differs from the assessment described in the Module Descriptor and / or Module Handbook.</p> <p>An alternative assessment may be put into place to remove a potential barrier to achievement enabling the completion of assessments to the best of the student's ability</p> <p>Alternative assessments must be comparable with the original format assessment</p>
What if an alternative assessment is not appropriate?	<p>There will be occasions where alternative assessments may be challenging to implement – examples of when this may be the case:</p> <ul style="list-style-type: none"> • Professional Competencies are a requirement of the course and are specific • A comparable assessment cannot be identified • Other students would be <i>significantly</i> disadvantaged <p>However, it is expected that students will be given appropriate support to develop required skills and competencies.</p>
Can I get support in designing alternative assessment?	<p>Yes - if you would like support in developing alternative assessments, you can get advice from:</p> <p>Disabled Student Support Co-ordinator e: studentwellbeing@staffs.ac.uk t: 01782 294977</p>

Placements

Who is responsible for implementing reasonable adjustments for students on placement

Implementing reasonable adjustments during placements will need to be discussed with the student, the placement mentor/supervisor and placement co-ordinator and if appropriate the course leader.

It may difficult for reasonable adjustments to be put into practice during placements particularly if professional competencies, defined by external bodies/PSRB e.g. NMC are being assessed

For guidance and support relating to the implementation of reasonable adjustments whilst a student is on placement please contact:

Disabled Student Support Co-ordinator

e: studentwellbeing@staffs.ac.uk

t: 01782 294977

Educational Visits/Trips

Who is responsible for implementing reasonable adjustments for students on Educational Visits/Trips?

Implementing reasonable adjustments during Educational Visits/Trips will need to be discussed with the student, course leader and if appropriate module tutor.

For guidance and support relating to the implementation of reasonable adjustments whilst a student is on Educational Visits/Trips contact:

Disabled Student Support Co-ordinator

e: studentwellbeing@staffs.ac.uk

t: 01782 294977

Technical/Practical Activities

Risk assessment A risk assessment would need to be completed before any reasonable adjustments are implemented in a laboratory/workshop setting

Collaborative Academic Partners (CAP) Establishments

Who is responsible for putting additional

For students studying awards at CAP establishments, the responsibility for implementing reasonable adjustments lies with the establishment at which they are undertaking their course.

support into place?	There may be variation in the level of adjustment dependant on whether the CAP is based in the UK/EU/Overseas and under which statutory legal framework the CAP must comply.
----------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Responsibility for *formal assessment* will be dependent on whether the CAP is working under a Franchise or Funded agreement. Funded CAP should refer students to the Student Support and Wellbeing Team, whereas Franchise CAP are themselves responsible for completing the needs assessments of their students.

Where can I get support if I am unsure how to implement reasonable adjustments?	Disabled Student Support Co-ordinator e: studentwellbeing@staffs.ac.uk t: 01782 294977
----------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------

Other Stuff

International Students studying on campus	International students are not able to access DSAs but are able to have an informal assessment and will be able to have an assessment and have an LSS put into place. This would be assessed on an individual basis through contact with the Student Support and Wellbeing Team.
--------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Can I do anything to make resources more inclusive?	For tips/advice on how to become more inclusive: <i>'Include All a toolkit for enriching learning, teaching and assessment'</i> . This can be accessed on-line at http://www.staffs.ac.uk/support_depts/equality/curriculum/
------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Author: Ian Munton

Job Title:	Director of Library and Student Services
Dated:	20/10/2019
Review Date:	01/08/2021

Staffordshire University
College Road
University Quarter
Stoke-on-Trent
ST4 2DE

www.staffs.ac.uk

M10889

