

# Regulations on Access Arrangements for Assessment

1. Submission of applications
2. Consideration of applications
3. Requests for reconsideration

## APPLICATIONS

### 1. Submission of applications

- (1) Applications must be submitted to the Registry, or in the case of collaborative provision to a partner institution, as early as possible, such as during an application for admission to the College, or in the case of accidental injury or acute illness, immediately after the event. Each application must be supported by documentary evidence as follows:
  - (a) for Specific Learning Difficulties, a full Educational Psychologist's report, or a report by a suitably qualified Specialist Teacher, based on an assessment conducted when the student was at least 16 years old and written in English;
  - (b) for physical disabilities and medical conditions, a recent certificate written in English by a suitably qualified medical practitioner who has seen the student during the period of the condition.
- (2) Students with conditions which do not vary over time may, at the discretion of the College Board of Examiners' Executive Committee, be granted access arrangements for assessment for the duration of their period of registration with the College without the need to re-apply each year, except in order to request a change to their previous arrangements. Otherwise students must submit new supporting documentation in English for consideration in each academic year in which they require access arrangements.

### 2. Consideration of applications

- (1) Save for the provisions of paragraphs (2) and (3) below, applications will be considered by the College Board of Examiners' Executive Committee, constituted under the provisions of the [Regulations on the conduct of assessment](#), which include an arrangement whereby the Committee may seek the advice of an appropriately qualified professional such as a medical practitioner. Students will be informed of the outcome of their application in writing.
- (2) The College Board of Examiners' Executive Committee will devolve authority to consider applications for which there is a clear precedent to the Committee Secretary, on the condition that s/he will not turn down any application without first seeking the approval of the Chair and one other member of the Committee. The Secretary may also grant requests for additional rest time, special seating arrangements, the use of an amanuensis and/or the use of technological aids, but not requests for additional writing time or extensions to coursework deadlines, for which there is no precedent but for which justification exists in the documentary evidence submitted in support of the application. All decisions taken by the Secretary under these provisions will be reported at the next meeting of the Committee.

- (3) The Chair of the College Board of Examiners' Executive Committee may at his/her discretion consider applications on behalf of the Committee arising from accidental injury or acute illness, for which a rapid decision is needed and for which the provisions of paragraph (2) above are not appropriate. In such cases the Chair will first seek the view of another member of the Committee, and may also decide to seek the advice of an appropriately qualified professional such as a medical practitioner. All decisions taken by the Chair under these provisions will be reported at the next meeting of the Committee.
- (4) In considering applications, account will always be taken of:
  - (a) the student's normal working practice and any specific learning support which is normally put in place by the College, or in the case of collaborative provision by a partner institution, for that student;
  - (b) any implications for the security of the assessment;
  - (c) the principle that the arrangements must not give the student an unfair advantage over others, or give rise to a misleading impression of his/her attainment.
- (5) For Specific Learning Difficulties, appropriate access arrangements for assessment will be determined in reference to the Educational Psychologist's report, and may include:
  - (a) additional writing time in timed assessments and extensions to coursework deadlines;
  - (b) provision for the student's difficulty to be brought to the attention of the examiners, in order to ensure that his/her work is not unduly penalised for features of spelling, grammar and presentation;
  - (c) the use of a word processor with spell check facility, or an amanuensis, according to the student's normal working practice.
- (6) For physical disabilities and medical conditions, appropriate access arrangements for assessment will be determined in reference to case law and the recommendations of the medical practitioner. These may take the form of additional rest and/or writing time in timed assessments, extensions to coursework deadlines, special seating arrangements, the use of an amanuensis and/or the use of technological aids.
- (7) Students who are granted access arrangements for timed assessments will normally be seated separately from other students so that the arrangements can be properly monitored.

## **RECONSIDERATION OF DECISION**

### **3. Requests for reconsideration**

- (1) A student may request that his/her application be reconsidered by the College Board of Examiners' Executive Committee on one or more of the following grounds:
  - (a) that there is new documentary evidence to be taken into account which s/he could not with reasonable diligence have disclosed at the time of the original application;

- (b) that there is evidence of administrative or procedural errors, which might cause reasonable doubt as to whether the outcome would have been the same if the irregularities or errors had not occurred;
  - (c) that the original conclusion reached by the College Board of Examiners' Executive Committee was unreasonable given the evidence with which it was presented.
- (2) Requests for reconsideration must be submitted to the Academic Registrar within 15 working days of the student being informed of the outcome of his/her original application. The Academic Registrar will consider all such requests and either:
- (a) dismiss any which do not satisfy the requirements of paragraph (1) above and inform the student in writing accordingly;
  - (b) forward any which on a prima facie basis satisfy the requirements of paragraph 1 (a-b) above to the College Board of Examiners' Executive Committee for consideration, the outcome of which will be communicated to the student in writing;
  - (c) forward any which on a prima facie basis satisfy the provisions of paragraph (1)(c) above to the Principal, or a nominee not involved in the original decision, for consideration, the outcome of which will be communicated to the student in writing.