



Adult Skills Education and Apprenticeships
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Adult Skills and Education Service

Reasonable Adjustments Policy

Owner:	ST
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This policy is available to all learners and staff members who are using or delivering courses and qualifications offered by ASES.

Communication of the policy

It is important that all staff involved in the management, delivery, assessment and quality assurance of qualifications and learners undertaking a qualification are aware of this policy.

Review of the policy

ASES will review the policy annually and revise as and when required in response to feedback, changes in legislation, practices or actions required by any of the affiliated awarding bodies. Our review will ensure that our procedures remain consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Policy Statement

This policy is provided for ASES centre staff and learners to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner.

Statement of principles

ASES is committed to complying with all current legislation in relation to the development and delivery of qualifications. We are committed to ensuring all learners have fair and equal access to assessment where possible and practical. A reasonable adjustment may be required where a learner has a disability, medical condition, learning needs or is indisposed at the time of assessment.

Definition of reasonable adjustment

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a significant disadvantage during an assessment.

Reasonable adjustments may involve:

- Changing usual assessment arrangements
- Adapting course materials as and where possible
- Providing additional assistance as and where possible
- Providing additional time to complete

Reasonable adjustments are approved or set in place by the awarding body before assessment takes place.

Requesting reasonable adjustments

At the Initial Assessment stage all learners have the opportunity to disclose any learning barriers that would require a reasonable adjustment in order to support their learning journey. It is recognised that not all learners wish to disclose any adjustment needs at this stage or may develop a requirement whilst on programme, so learners can also disclose any reasonable adjustment needs during their learning journey to their tutor or the ASES Wellbeing Lead. Staff members are

responsible for applying to the awarding body with any reasonable adjustment request (where appropriate). Any requests must be made 7 days in advance of any assessment being undertaken and in line with the awarding bodies own policy relating to adjustments and special considerations.

Definition of special considerations

Special considerations can be applied after an assessment, if there was any genuine reason the learner may have been disadvantaged at the time of assessment. Any requests to an awarding body must be made by an ASES staff member (Exams officer) within 5 days of any assessment taking place and in line with the awarding bodies own policy.

Examples of special considerations:

- Illness and injury
- Bereavement
- Some unforeseen event out of the learner's control

Special consideration if successful may result in a small post assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

All documents relating to this policy must be saved and stored securely by ASES. Access to these documents and information will be granted to the awarding body upon request.