

# Reasonable Adjustment Policy

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# 1 Purpose and scope of the policy

## 1.1 Purpose

**DISC** is committed to the provision of an equitable, inclusive and accessible learning environment in order to successfully facilitate all students to reach their full potential. This policy fully adheres to the requirements outlined by The Equal Status Act 2000 (Section 4) which prohibits discrimination within the provision of education<sup>1</sup>. Consequently, DISC embraces the broadest interpretation of disability which attempts to encompass all conditions that amount to a disability.

**1.2** This policy aims to support the rights of all DISC students with a disability to participate in assessments that are accessible, inclusive, and free from discrimination.

## 1.3 Scope

This policy has been developed in accordance with the Disability Act 2005, the Equal Status Act 2000, and UN Convention on the Rights of persons with Disabilities. As a result, DISC recognises its' legal duty to do all that is reasonable to accommodate a student with a disability/ learning difference/ ongoing health condition.

**1.4** This policy applies to all DISC students with a disability/ learning difference and/or significant, ongoing health condition, and provides a comprehensive

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<sup>1</sup> Quill, E. 2016. "XIV. Ireland." *European Tort Law Yearbook* 5: 282–303.  
<https://doi.org/10.1515/tortlaw-2016-0116>.

framework for the provision of reasonable adjustments for the aforementioned students at DISC.

**1.5** In accordance with the Equal Status legislation, DISC will provide a range of reasonable adjustments to ensure fair assessment processes for learners with specific needs whilst ensuring that in accommodating reasonable adjustments, the validity and reliability of assessment is not compromised.

## 2 Definitions

**2.1** Reasonable Adjustments is a term used to explain the range of supports and services available at DISC to assist students with disabilities and learning differences.

**2.2** Reasonable Adjustments, in the context of academic assessment, describes the modification of assessment as necessary to accommodate the needs of students whose personal circumstances means that the assessment would otherwise be unfair.

**2.3** DISC recognises that several different definitions of ‘disability’ are used in various pieces of legislation. For the purposes of this policy, DISC refers to the definition of disability stipulated under The Disability Act 2005. The act defines disability as “ a substantial restriction in the capacity of a person to carry out a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment”<sup>2</sup> .

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<sup>2</sup> Quill, E. 2016. “XIV. Ireland.” *European Tort Law Yearbook* 5: 282–303.  
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## 3 Policy Statement

**3.1** DISC fosters an inclusive environment that allows all students, regardless of their disability or specific need, to fully participate and engage in educational activities.

**3.2** DISC accommodates Reasonable Adjustments to eliminate barriers and facilitate equal access and participation for students with a disability and/or specific needs. Therefore, this policy guidelines aim to promote inclusivity, accessibility, and equal educational opportunities.

## 4 Policy Details

### 4.1 Roles and Responsibilities

The recognition of roles and responsibilities of staff and students is essential to the successful implementation of this policy. The table below outlines DISC staff and student responsibilities regarding the Reasonable Adjustment process, implementation, and disclosure.

Responsible Office/ Person(s)	Role
Staff	DISC staff have a moral and legal responsibility and a duty of care to respond effectively when a student discloses personal information in relation to a disability/learning difference/significant ongoing condition. Academic staff and DISC Professional Services have a duty to facilitate reasonable adjustments identified through needs assessment.
Students	In order to avail of reasonable adjustments, it is the responsibility of the student to notify DISC staff of their disability/learning difference/significant ongoing health conditions, provide any related evidence and undergo a needs assessment. It is also the student's responsibility to follow specific procedures related to accessing reasonable

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	accommodation in a timely manner as outlined in this policy.
Welfare Team	The Welfare Officer has a responsibility to conduct and complete needs assessments in conjunction with the student and to advise and guide the student regarding any procedures relating to accessing of reasonable adjustments.
Head of Quality	The oversight of this policy rests with the Head of Quality. The role of the Head of Quality is to regularly review this policy and procedure in order to ensure continuous improvement and effective policy implementation.

**4.2** DISC staff are responsible for informing all students of the Reasonable Adjustment policy and procedure at the beginning of the academic year. Students are directed to review the Reasonable Adjustment policy on Study Smart and the VLE. A 5.0 IELTS version of the student Reasonable Adjustment policy is available on the Virtual Learning Environment to ensure that the policy’s readability is pitched to the appropriate entry of English language required for DISC students. DISC facilitates individual, introductory meetings for all students where questions and clarifications regarding reasonable adjustments can be addressed.

### **4.3 Individualised Assessment**

Each Reasonable Adjustment application will be considered on its individual merit. An Individual Needs Assessment will be conducted for each applicant. This assessment gathers crucial information regarding a student’s abilities, challenges and required adjustments, and ensures that the reasonable adjustment is tailored to meet the specific needs of the student. The existence of a specific need does not automatically entitle a learner to reasonable adjustments. Reasonable adjustments in assessment will only be accommodated when a learner can provide appropriate

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evidence/documentation which demonstrates that a specific need impedes a learner to compete on equal terms, under standard assessment conditions, with their peers.

**4.4** There are currently no clear definitive rules to determine what is reasonable. Therefore, the consideration is judged against:

- i) The effectiveness of the adjustment in preventing the disadvantage.
- ii) The extent to which it is practical for DISC to make the adjustments.
- iii) The cost and the availability of resources.
- iv) The extent to which the adjustments would be conducive to DISC's academic activities e.g. the need for the learning outcomes of each programme of study to be met.

**4.5** Reasonable Adjustment applications for the assessment of learners are typically based on specific and permanent need. However, in some cases, reasonable adjustment applications which are based on a temporary specific need e.g. an injury, will be considered.

**4.6** Applications for Reasonable Adjustments will be considered on the following five grounds:

- i) Learning Difference
- ii) Hearing Difficulty
- iii) Visual Difficulty
- iv) Physical Difficulty
- v) Mental Health or Behavioural Difficulty

#### **4.7 Privacy, Confidentiality and the sharing of information**

DISC acknowledges that all information regarding a learner's disability and/or health status is personal and private and will respect the confidentiality of such information in accordance with the Data Protection Legislation (2018).

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#### **4.8 Disclosure**

Disclosure in the context of this policy means informing DISC staff about a disability, learning difference or health condition. A registered student may disclose a disability/learning difference/significant ongoing health condition by completing the Reasonable Adjustment Application form which is available on Study Smart.

**4.9** A student may choose not to disclose a disability but should be informed that non-disclosure may limit the support they receive, until such time as they choose to disclose their disability/ learning difference/significant ongoing health condition.

**4.10** Once a student has disclosed a disability to any staff member of DISC, then DISC as a whole is deemed to be aware of this disclosure. Therefore it is important that staff direct students to the Welfare Officer following disclosure of a disability so that the student can have their needs assessed.

#### **4.11 Training and Awareness**

DISC provides comprehensive training and professional development opportunities to staff regarding disabilities, specific needs and the provision of Reasonable Adjustments.

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**4.12** Training covers topics such as inclusive education practices, understanding disabilities effective communication strategies, and alternative teaching methods.

#### **4.13 Monitoring, Review and Evaluation**

Reasonable Adjustment reviews will be conducted by the Head of Quality three months after policy implementation and annually thereafter.

**4.16** Student and staff workshops and focus groups will be convened in order to assess the impact of Reasonable Adjustments on the student's educational progress and overall experience.

**4.17** An effective monitoring system, which includes a robust documentation and audit trail, has been developed to track the provision of Reasonable Adjustments and ensure compliance with legal requirements.

**4.18** DISC will promptly investigate and address all reported concerns. Appropriate actions will be taken to rectify any shortcomings.

## **5 Application Process**

### **5.1 Application Process**

Students who wish to avail of reasonable adjustments are asked to complete a Reasonable Adjustment form (Appendix 1.1) which can be located on Study Smart or via the Senior Welfare Officer.

**5.2** Appropriate medical verification/documentation is required to support each application.

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**5.3** DISC welfare team will process each Reasonable Adjustment application, and invite each applicant to attend an Individual Needs Assessment meeting with the Welfare Officer.

**5.4** Following the Needs Assessment meeting a copy of the Learner Needs Educational Summary (Appendix 1.2) will be emailed to each applicant. Where a student provides permission, the recommended Reasonable Adjustments will be communicated to relevant stakeholders and will be implemented in a timely manner.

**5.5** A student may submit an application for Reasonable Adjustments at any stage of their attendance at DISC. However, a student is strongly encouraged to disclose a disability/learning difference/ ongoing health condition as soon as is feasible possible in order to allow for the implementation of the most effective and reasonable adjustment.

**5.6** Where a difficulty arises in implementing an authorised Reasonable Adjustment, the Welfare team will promptly raise any concerns with the Head of Centre. All staff parties and student applicant will discuss whether an alternative, effective, and reasonable form of adjustment can be implemented.

### **5.7 Possible Adjustments**

Possible Adjustments are determined through a process of an individual needs assessment. The following adjustments may be approved and implemented as a result of such Needs Assessment:

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- i) Word processor or other writing accommodations e.g. recording device.
- ii) Assistive Software
- iii) A scribe, (in exceptional circumstances), where it is determined that a word processor, assistive software or recording device is not sufficient support.
- iv) A reader to provide assistance with reading without elaboration or explanation.
- v) Colour Identifier
- vi) Additional time of 10 minutes per hour with a maximum of 30 minutes of additional time per examination.
- vii) Modified examination paper and/or brief.
- viii) Separate examination centre.

### 5.8 Exemptions under legislation

The Employment Acts 1998 – 2015 identify the following exemptions to the requirement for the provision of all necessary measures regarding Reasonable Adjustments for person(s) with a disability/ learning difference/ ongoing health condition:

- i) Where provision of adjustments or measures would place a disproportionate burden on the organization.
- ii) Where, even with the provision of all appropriate adjustments, the student is unable to fulfil the essential requirements of the examinations.

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## 6 Reasonable Adjustment Appeals Procedure

### 6.1 Informal Review

**Stage 1:** Where a student believes that the recommended reasonable adjustments are not effective or are unreasonable, the student should promptly raise concerns with the Welfare Officer via email to [DublinISCwelfare@studygroup.com](mailto:DublinISCwelfare@studygroup.com). In these circumstances, the Welfare Officer will liaise with relevant staff members to agree alternative measures within 14 working days of receipt of correspondence. If the matter is not resolved within the 14 working day period and the student wishes the matter to be considered further, the student may invoke Step 2 of the Informal Appeal process.

**6.2 Stage 2:** A student may invoke stage 2 by sending a meeting request via email to the Welfare Officer. This meeting will be attended by a relevant staff member and a Welfare Officer. A full Needs Assessment Review will be conducted. The meeting will be convened within 14 working days of the receipt of the correspondence from the student invoking Step 2.

### 6.3 Formal Appeals Process

**Stage 1:** In exceptional circumstances where an agreement between the Welfare Officer, relevant staff member and student cannot be reached regarding recommended Reasonable Adjustments, under the informal appeals procedure, a student may request to escalate their appeal to a formal appeal. A student may request that a Reasonable

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Adjustment Appeals committee convene to further consider the matter. The request for a formal appeal must be submitted via email to [DublinISCwelfare@studygroup.com](mailto:DublinISCwelfare@studygroup.com).

**6.4** A meeting of the Committee should be convened within 14 working days of the request made by the student. The Reasonable Adjustment Appeals Committee will be chaired by the Head of Curriculum and Progression and a quorum of at least three members from the list below will be required to convene the meeting:

- **Head of Centre**
- **Head of Quality**
- **Learning and Teaching Champion**
- **Head of English**
- **Welfare Officer ( not part of the initial reasonable adjustment process)**
- **Student Representative**

**6.5** The Reasonable Adjustment Appeals Committee will, at its absolute discretion, consider the appeal in an appropriate manner having regard to fairness and due process. The Committee will decide as to what, if any, adjustment should be recommended for the student in question. The Committees adjudged decision will be final, and the Committee chair will communicate the final decision to the student in question via email.

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## 7 Policy Review History

Version	Date	Author	Purpose
1.0	29/01/2024	Head of Quality	Policy Development

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## REASONABLE ADJUSTMENT POLICY APPENDICES

Appendix Number	Document Title	Policy Section	Owner
1.1	Reasonable Adjustment Request Form		DISC
1.2	Learner Educational Needs Summary		DISC

<b>Appendix 1.1:</b>	Reasonable Adjustment Request Form
<b>Description:</b>	A document designed to assist students in formalising their requests for adjustments in assessments and other academic practices.
<b>Author:</b>	Head of Quality
<b>Version:</b>	1: 0
<b>Approved by:</b>	
<b>Approval Date:</b>	
<b>Date of Review:</b>	04/06/2024

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## SECTION A – DISC DECLARATION

Dublin International Study Centre provides a range of accommodations and supports for students with disabilities. DISC requires a student to submit evidence of a disability and attend a Needs Assessment meeting in order to access Reasonable Adjustments for assessment. The Evidence of Disability is used to confirm the nature of a disability and greatly informs the Needs Assessment process. Please refer to DISC Reasonable Adjustment Privacy Statement which provides full details of the legal basis and methods DISC use to collect, store and process data and your individual rights under the General Data Protection Regulation (GDPR).

## SECTION B – GUIDE TO PROVIDING EVIDENCE OF DISABILITY

Evidence of Disability	<p><b>Existing Reports from Medical Consultant / Specialist criteria :</b></p> <ul style="list-style-type: none"> <li>• Report is on headed paper.</li> <li>• Report is signed by Medical Consultant/Specialist. Typed signatures and per procurationem (i.e. pp signatures) signatures will not be accepted,</li> <li>• If the report is in another language, other than English, it must be professionally translated to English.</li> </ul>
Reasonable Adjustment Request Form	<p><b>Students must provide one of the following as evidence of their disability :</b></p> <ul style="list-style-type: none"> <li>• A completed and signed Reasonable Adjustment Request form from relevant Consultant/ Specialist.</li> </ul>

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	<ul style="list-style-type: none"> <li>• A completed and signed Reasonable Adjustment Request form from a GP verifying that a diagnosis is on file from a Specialist/Consultant ( a copy of diagnosis must be provided).</li> <li>• Students with a disability who are not under the care of a Specialist/ Consultant may ask a GP to solely complete the Reasonable Adjustment Request form. In this case the student will be eligible for general supports (e.g. extra time for assessment) but may not be eligible for supports that require extra funding.</li> </ul> <p>Please note that GP-evidence only evidence cannot be accepted for students registering with Specific Learning Difficulty, ADD/ADHD, ASD or dyspraxia/Developmental Coordination Disorder.</p>
<p>Appropriate Professional Consultation :</p>	<ul style="list-style-type: none"> <li>• General Practitioner</li> <li>• Consultant Psychiatrist</li> <li>• Psychologist</li> <li>• Neurologist</li> <li>• Ophthalmologist</li> <li>• Ophthalmic Surgeon</li> <li>• Audiologist</li> <li>• Occupational Therapist</li> <li>• Specialist Registrar</li> <li>• Orthopaedic Consultant</li> <li>• Endocrinologist</li> </ul>

**SECTION C - INSTRUCTIONS FOR FORM COMPLETION**

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- A relevant Medical Consultant / Specialist who has training and experience with the particular condition / disability must complete this form.

**OR**

- Another health professional who either has a diagnosis on file from a consultant or specialist or can confirm that they are treating you for the disability that they describe on the form.
- This form must be stamped and signed.
- If you have an existing report, signed and stamped by an appropriate professional, you do not have to complete this form to apply for a Reasonable Adjustments request.

If you are unsure about the documentation you require when applying for Reasonable Adjustments, please contact:

[Dubliniscwelfare@studygroup.com](mailto:Dubliniscwelfare@studygroup.com)

#### **SECTION 1 – Student Details**

<b>Student Name:</b>	
<b>Student ID:</b>	
<b>Programme Name:</b>	
<b>Email:</b>	
<b>Phone Number:</b>	

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**Please confirm that you would like to request Reasonable Adjustments for assessments at Dublin International Study Centre:**

Yes / No

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please describe any previous Reasonable Adjustments you have received from previous educational bodies and/or during academic examinations.**

\_\_\_\_\_

**Please tick the box which best describes your required Reasonable Adjustment:**

Extended Assessment Time

A Scribe

A Reader

Assistive Technology

Dyslexia Support

Other

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If you tick Other, please specify:

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**SECTION 2 QUALIFIED PROFESSIONAL/SPECIALIST**

**Name:**

**Professional Credentials:**

**Phone Number:**

**Address:**

**Email:**

**Date of report:**

**If you are a GP or other Health Professional (not a Consultant/Specialist), please tick the relevant box below:**

I have a diagnosis on file from an appropriate Consultant / Specialist. N.B. A copy of confirmation of diagnosis must be attached to this form.

I can confirm that I am treating named person for the disability described on this form.

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<b>Disability Information (To be completed by a Health Professional)</b>	
Please state the name of diagnosed Disability	<input type="text"/>
Please state date of diagnosis	<input type="text"/>
<b>How does this diagnosis/health condition impact on the student's ability to participate in an educational setting?</b>	
<b>What recommendations would you make for Reasonable Adjustments to enable equal participation in education for named student?</b>	

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**Where a Consultant has completed this form, the Consultant must complete the details below:**

**Consultant's Signature:**

**Date:**

**Official Stamp:** This form should be stamped or accompanied by a business card /headed paper.

**Where a GP has completed this form, a GP should complete the details below:**

**G.P's Signature:**

**Date:**

**IMC Number:**

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Name of GP:

**Official Stamp:** This form should be stamped or accompanied by a business card /headed paper.

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<b>Appendix 1.2:</b>	Learner Educational Needs Summary form
<b>Description:</b>	This form should be completed in order to identify a student's educational needs.
<b>Version:</b>	1.0
<b>Author:</b>	Head of Quality
<b>Approved by:</b>	
<b>Approval Date:</b>	
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**SECTION 1: STUDENT DETAILS**

<b>Student Name:</b>	
<b>Student ID:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Programme:</b>	
<b>Grade Level:</b>	
<b>Entry date:</b>	

**SECTION 2: HISTORY OF REASONABLE ADJUSTMENT IN EDUCATION**

Reasonable Adjustment form is complete Yes  No

If you tick No, please give explanation:

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**Did the student applicant have any formal adjustments in place in a previous school/college?**

Yes

No

**If Yes, please indicate which reasonable adjustments were put in place for student applicant:**

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**SECTION 3: RECCOMENDATION OF REASONABLE ADJUSTMENT(S)**

**Reasonable Adjustment Recommendations Summary**

**Individual Assessment Session**

**Assessment Time Extension**

**Scribe**

**Reader**

**Enlarged examination paper**

**Modified Examination paper**

**Colour Identifier**

**Assistive Technology**

**Other**

**If Other, please specify:**

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### Educator Input

Please indicate which Reasonable Adjustments DISC should recommend for named student, and give explanation below:

### FORMAL REASONABLE ADJUSTMENT RECOMMENDATION

DISC recommends the following adjustment (s):

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For (student name):

DISC Staff signature:

Staff position:

Student Signature:

Date:

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