Digital Marketing School

Digital Marketing School

Reasonable Adjustments & Special Consideration Policy – V1

April 2025

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1- Introduction

Digital Marketing School (DMS) values the diversity of its student population and is committed to the provision of an inclusive teaching and learning environment which enables all students and staff including those with disabilities to excel and achieve their potential.

This policy is available to all students, staff members, and third parties. All DMS staff member involved in the management, delivery, assessment, and quality assurance of qualifications offered by DMS would be made aware of this policy during their induction, and throughout their period of employment. Students undertaking DMS would be informed of this policy during their induction process and in advance of commencing their programme of study.

2- Policy

This policy outlines how DMS meets its obligation to its students and staff with disabilities who are using or delivering programmes and qualifications offered by DMS, under the Equality Act 2010.

3- Scope

This policy applies to students and staff with disabilities or other conditions and is supported by DMS's approach to making reasonable adjustment to learning, teaching, and assessment for disabled students.

4- Principles

- DMS is committed to complying with all current and relevant legislation in relation to the development and delivery of qualifications.
- DMS learners will have fair access to assessments where practicable.
- A reasonable adjustment may be required where a learner has a permanent disability of specific learning need (s).
- A special consideration may be required where a learner has a temporary disability, medical condition or learning needs, or is indisposed at the time of the assessment.

5. Reasonable Adjustments

Reasonable Adjustment is defined as modifications made to enable students with disabilities or specific needs to access learning, teaching, and assessments without disadvantage. Examples include extended deadlines, alternative formats, assistive technology, and additional support.

5.1- Eligibility

Students with a documented disability, long-term medical condition, mental health condition, or specific learning difficulty (e.g., dyslexia) may request reasonable adjustments.

5.2. Application Process

- Students must make DMS staff members aware of any reasonable adjustments they require.
- As a part of their responsibility, DMS will apply to awarding organisation for reasonable adjustment requests (when appropriate).
- The awarding orgnisation will assess the request on a case-by-case basis in consultation with DMS.
- A formal Learning Support Plan (LSP) will be developed where necessary.
- All documents relating to reasonable adjustments will be securely kept for record.

5.3. Types of Adjustments

- Changing usual assessment arrangements (e.g., extra time, use of a scribe or reader, rest breaks)
- Lecture recordings, transcripts, or alternative formats
- Access to assistive technology
- Physical access arrangements

6- Special Consideration

Student can request special consideration if they have experienced unexpected circumstances that affect performance, such as illness, bereavement, or personal crises.

6.1- Eligibility

Students experiencing short-term extenuating circumstances, such as illness, bereavement, or personal emergencies, may apply for special consideration.

6.2. Application Process

- Requests must be submitted to the DMS within five working days of the affected assessment.
- The request must be accompanied by supporting evidence (e.g., medical certificate, bereavement documentation).
- The awarding orgnisation will assess the request on a case-by-case basis in consultation with DMS.
- The outcome would be communicated with the students, this may include, deadline extension, rescheduled submission date, or, alternative form of assessment.
- All documents relating to reasonable adjustments will be securely kept for record.

7- Data Protection

All requests will be treated confidentially and in compliance with data protection regulations. DMS will only share information with relevant staff on a need-to-know basis and awarding organisation.

8- Appeals and Complaints

Students who are unsatisfied with the outcome of their request have the right to appeal. The appeal will be dealt with in according with the DMS's formal appeals process. The complaints will be processed in accordance with the DMS's complaints procedure.

9- Monitoring & Review

DMS will regularly review and update this policy in response to legal requirements, good practice, student feedback, and guidance from awarding organization.

10- Version Control

Version No	Date	Reason for change	Next Review
V1		Creation and approval by the Academic Board	