BIMM UNIVERSITY | A university for the creative industries

FE Special Consideration & Reasonable Adjustment Procedure

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Introduction

This Procedure applies to all Further Education provision delivered at BIMM University.

This procedure covers the University's approach to making special consideration and reasonable adjustments for FE students in examinations and assessment throughout their studies.

The University takes positive steps to aid and support students who are deemed to require special consideration or reasonable adjustments for examinations and assessments on their course of study.

Procedure

- All students are sent a Support Questionnaire once they have accepted a place on their respective course. This provides new students with an opportunity to request help in a particular area of the course, be that for written examinations or classroom learning.

- A Student Support or Learning Support Officer will then compile a record of students who have requested reasonable adjustment for examinations and assessment on their chosen course.

- The Student Support or Learning Support Officer then contacts those students to request evidence to support their claim. Students are asked for their most recent Educational Psychologist report (or equivalent), or for evidence of support in their previous educational institution. This should outline the requirement for additional support as well as clear recommendations as to the type of support needed in a classroom environment or in scheduled examinations.

- Students' evidence for reasonable adjustments is stored confidentially and securely on the University's server. The records of students requiring special arrangements includes information on the nature of the learning need/disability and recommendations given in the Educational Psychologist report (or equivalent).

- Qualifying students are sent an e-mail inviting them to a Learning Support assessment meeting with a Student Support or Learning Support Officer during the Enrolment & Induction period, where a discussion takes place to inform a report outlining the support they will receive in examinations and assessments throughout the coming academic year.

- Students are asked to give their consent to share the information in this report with their tutors so that learning resources can be adjusted accordingly, and a copy of the final report is shared with both the student and their tutors where consent is given to do so.

- In addition to any statemented reasonable adjustments, the University provides students with additional Learning Support tutorials, which can be booked in advance with a member of the Student Support/Learning Support Team. Students can benefit from one-to-one support on essay writing, specific areas of their course and revision tips for examinations and assessment.

- Students who require special consideration after an examination or assessment has taken place should book a tutorial with a member of the Student Support Team.