

Reasonable Adjustments Policy and Procedure for Professional Qualifications

The Reasonable Adjustment Policy and Procedure for Professional Qualifications applies to students for whom the standard arrangements for learning materials, the delivery of, and response to, the assessment may adversely affect their ability to demonstrate their true performance level.

Summary of policy

We're committed to providing an inclusive educational experience for our students, regardless of any disabilities or learning difficulties they may have and realise that, without reasonable adjustment, students may be prevented from demonstrating their true level of ability during an assessment. This policy is designed to ensure that we:

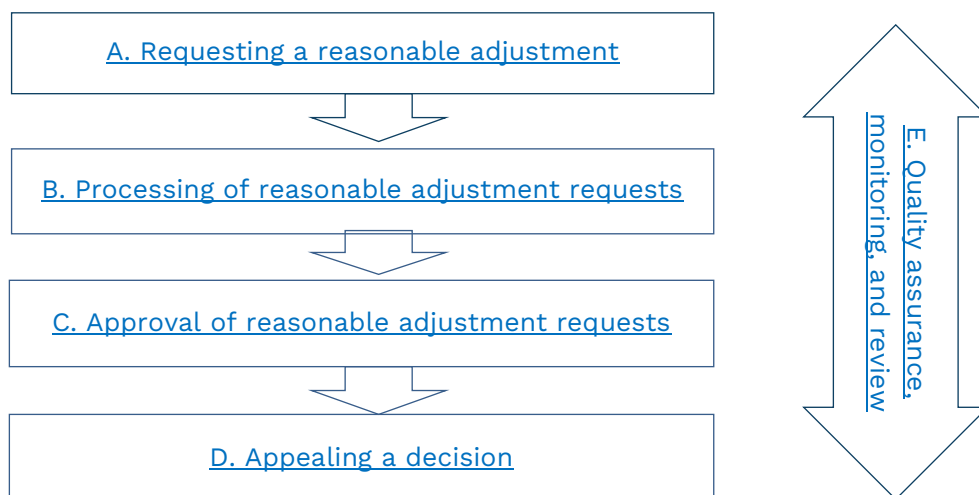
- provide an assessment and awarding system that supports equality and fairness to our students;
- maintain the integrity and security of the assessment process.

The Reasonable Adjustments Policy recognises, but isn't limited to, the protected characteristics identified in the Equality Act 2010. It also applies to those students who have a specific learning difficulty or disability that's been notified prior to the assessment. Subject to approval, we'll put into place reasonable adjustments to mitigate the impact of the identified disadvantage.

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The Equality Act 2010 definition of disability is usually considered cumulatively in terms of:

- Identifying a physical or mental impairment;
- Looking into adverse effects and assessing which are substantial;
- Considering if substantial adverse effects are long term;
- Judging the impact of long term adverse effects on normal day to day activities.



Section A - requesting a reasonable adjustment

- 1.1** We recognise, but are not limited to, two major categories of special educational need, which may lead to the provision of reasonable adjustments:
- permanent or long standing disability, illness or special educational need, e.g., blindness, diabetes, dyslexia;
 - temporary disability, illness or indisposition, e.g., broken arm, chronic pain.
- 1.2** For requests based upon permanent or long-standing disability, illness or special educational needs, you should advise us when registering for your studies.
- 1.3** For requests based on temporary disability, illness or indisposition, you should advise us of the request at the earliest opportunity.
- 1.4** Requests should be submitted to our student support office using the [Reasonable adjustment form](#).
- 1.5** Each request must be
- supported by relevant independent evidence from a medical professional, occupational health specialist, educational psychologist, or other recognised

educational expert. Evidence from a medical professional is appropriate where the condition, symptoms, or functional impact fall within their recognised field. This includes physical, mental health, neurological, and long-term medical conditions. The evidence must support the specific adjustment(s) requested.

- submitted within appropriate timeframes, depending on the type of assessment. We recommend that requests for reasonable adjustments relating to session-based assessments are submitted at least eight weeks before the scheduled assessment date to ensure there is sufficient time for us to review the request and put the adjustment in place. For on-demand remote exams, there is no fixed sitting date; however, you will not be able to take your exam until your adjustment has been reviewed and confirmed as in place.

1.6 For an adjustment to be approved, the evidence must demonstrate a clear link between the documented condition and the specific adjustment(s) requested. Reports that provide diagnostic confirmation only, without describing functional impact or recommended accommodations, are unlikely to be sufficient on their own. In such cases, we may request supplementary evidence or a functional-impact statement to ensure the adjustment is appropriate, justified, and does not compromise assessment integrity.

1.7 Given the individual nature of reasonable adjustments, you're recommended to contact the Student and Customer Services team by telephone on +44 (0)1227 818609 or email customerservices@libf.ac.uk for an informal discussion before you submit a request. This will allow both of us to fully understand the nature of the request and advise on the type of supporting evidence required.

1.8 We're not responsible for obtaining evidence to support a request for reasonable adjustments, but will provide advice on its requirements and the consequent suitability of any evidence.

1.9 We reserve the right not to put in place reasonable adjustments if you don't provide appropriate evidence.

1.10 We will

- only implement a reasonable adjustment that maintains the security, reliability, validity, and integrity of an assessment, and
- not implement any reasonable adjustment that invalidates the assessment requirements for an award or in such a way that may adversely affect other students.

- 1.10** Some adjustments may not be implemented if they
- involve unreasonable costs to us;
 - involve unreasonable timeframes or;
 - affect the security, reliability, validity, and integrity of the qualification itself
- 1.11** In cases where reasonable adjustments are implemented in response to a specific request under this policy, we won't normally consider further compensation for the identified disadvantage.
- 1.12** Any information you supply in support of a request for reasonable adjustments will be treated as confidential. Your evidence will not be shared outside the organisation. Within the organisation, your evidence will only be accessed by staff who require it to review your request.
- 1.13** If, at any time, we find that a reasonable adjustment claim was fraudulent, we reserve the right to withdraw any award made as a result of assessments undertaken with reasonable adjustment.

Section B - processing of reasonable adjustment requests

- 2.1** We will acknowledge your request within five working days. We aim to provide an outcome within a further ten working days. If we need more time to review your case or require additional information, we will inform you and keep you updated on the expected timescale.
- 2.2** If the Student Support Services team are unable to immediately identify or agree an adjustment(s), they'll advise you in writing of the timescale for resolving the matter and will ensure you're kept fully informed of progress.

Section C - approval of reasonable adjustment requests

- 3.1** Once your request has been reviewed, Student Support Services will confirm the outcome in writing.
- 3.2** We aim to ensure that all assessments are fair, accessible, and do not compromise the integrity of our qualifications. Each application for a reasonable adjustment is considered individually based on the evidence provided.
- 3.3** If your circumstances change or you wish to request an additional or amended adjustment, please contact Student Support Services. We may ask for updated evidence if this is needed to understand your current needs and to support the adjustment requested.

Section D - appealing a decision

- 4.1** If you're unhappy with the result of a request for a reasonable adjustment, you may appeal the outcome in accordance with the [Appeals Policy](#).

Section E - quality assurance, monitoring, and review

- 5.1** Records of all applications for reasonable adjustments, and their outcomes, are maintained by us for at least five years.
- 5.2** The policy and procedures are formally approved by the Professional Education Regulatory Compliance Committee.
- 5.3** The policy and procedures have been developed to comply with all relevant legislation, including the Equality Act 2010, and externally benchmarked to be in line with recognised best practice.
- 5.4** We're subject to regulation by the qualifications regulatory authorities, Ofqual, Qualifications Wales and CCEA.