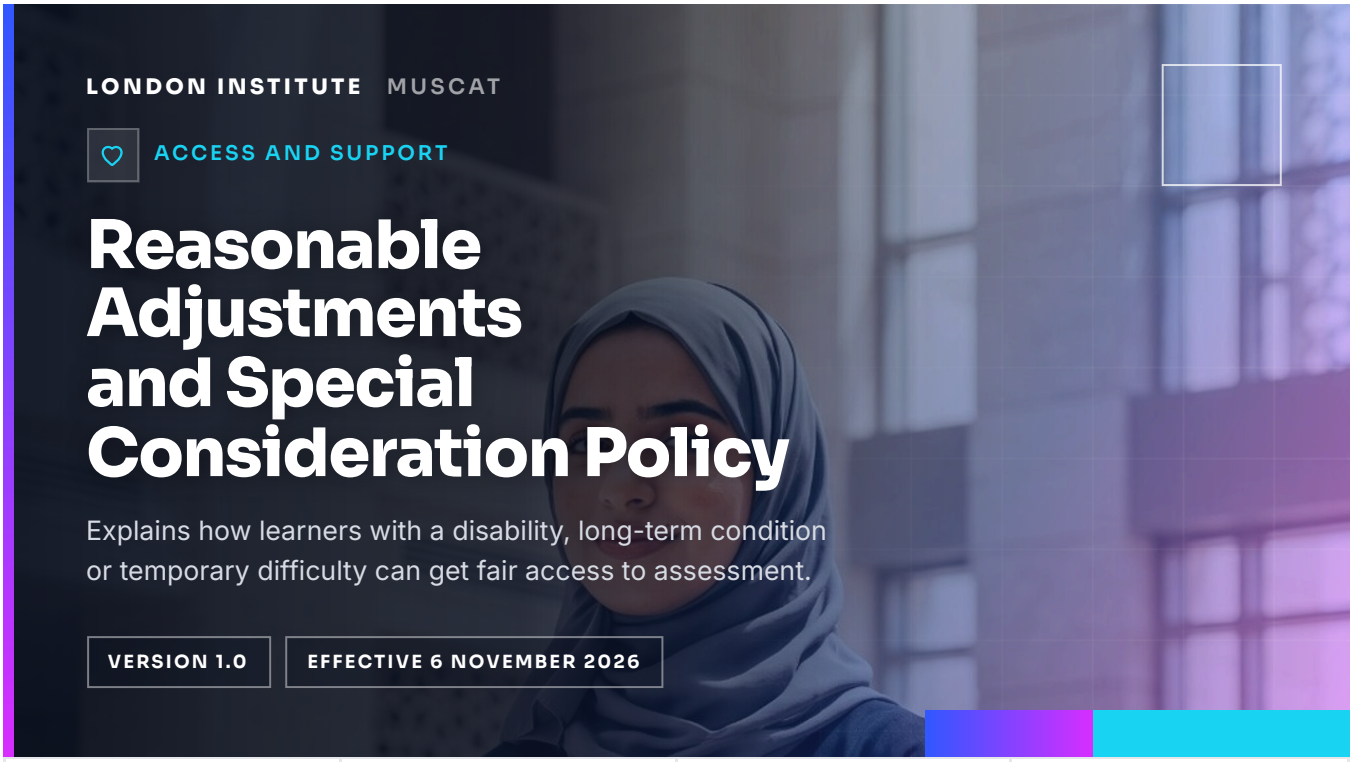


LONDON INSTITUTE MUSCAT

ACCESS AND SUPPORT

Reasonable Adjustments and Special Consideration Policy

Explains how learners with a disability, long-term condition or temporary difficulty can get fair access to assessment.

VERSION 1.0 | EFFECTIVE 6 NOVEMBER 2026

DOCUMENT	LONDON INSTITUTE VERSION	INTERNAL APPROVAL	EFFECTIVE DATE
Reasonable Adjustments and Special Consideration Policy	1.0	Mr. Issa Al Azri, Head of Centre	6 November 2026
POLICY OWNER	**AUDIENCE**	**NEXT REVIEW**	**CENTRE**
Quality Nominee	Learners, parents and staff	November 2027	Al Nahda Training Institute LLC, trading as London Institute

01 Definitions

TERM	MEANING
Reasonable adjustment	A change agreed before an assessment to remove a disadvantage caused by a disability, learning difficulty, medical condition or other long-term need. Examples: extra time, rest breaks, a reader or scribe, assistive software, enlarged papers, a separate room, or presenting evidence in a different format.
Special consideration	An adjustment made after an assessment, or an extension, for a learner affected by temporary illness, injury, bereavement or another event outside their control at the time of the assessment.

02 Principles

- Adjustments give access to assessment. They never change the standard being assessed or the criteria, and never give an unfair advantage.

- Adjustments should reflect the learner's normal way of learning and working.
- Each request is considered individually, using evidence, and decided promptly.
- Information about a learner's needs is kept confidential and shared only with staff who need it.

03 Requesting a reasonable adjustment

1. Tell us at application, enrolment or induction, or as soon as a need arises. Requests should reach the Quality Nominee at least 20 working days before the assessment where possible.
2. Provide evidence, for example a medical letter, an educational psychologist's report or evidence of previous arrangements.
3. The Quality Nominee agrees the adjustment with the learner and assessor within 10 working days and records it.
4. Adjustments to external assessment are applied for through the awarding organisation by its published deadlines.

04 Applying for special consideration

1. Tell your tutor or the Examinations Officer as soon as possible, and before the deadline where you can.
2. For internally assessed work, this is normally handled as an extension under the Assessment Policy.
3. For external assessments, the centre applies to the awarding organisation within its deadline (normally seven days after the last examination in the series), with supporting evidence.
4. Special consideration can be given only where the circumstances had a material effect on the learner's performance.

05 Authorisation and records

- All applications to the awarding organisation are authorised by the Head of Centre.
- Learners are told when an application has been made and what the outcome is.
- Evidence and decisions are kept securely and made available to the awarding organisation on request.

06 Appeals

Learners may appeal a decision on reasonable adjustments or special consideration under the Academic Appeals Procedure.

07 Related guidance

The awarding organisation's reasonable adjustments and special consideration guidance.

DOCUMENT HISTORY	Version 1.0 — internally approved by Mr. Issa Al Azri, Head of Centre. Effective 6 November 2026.