



## **Reasonable Adjustments and Special Considerations Policy & Procedure 1/1/2025**

### **1. Introduction**

At Xtra Dog Academy, we are committed to providing equal opportunities for all students and ensuring that they have a fair and equitable experience throughout their academic journey. This Reasonable Adjustments and Special Considerations Policy and Procedure outlines our commitment to accommodating students with disabilities, health conditions, or other circumstances that may affect their ability to participate in assessments and examinations on an equal footing with their peers.

### **2. Definitions**

2.1. Reasonable Adjustments: Reasonable adjustments refer to modifications, accommodations, or support provided to students with disabilities, health conditions, or other circumstances to ensure that they can access and participate in assessments, examinations, and educational activities on an equitable basis.

2.2. Special Considerations: Special considerations refer to requests made by students for leniency or alternative arrangements due to unforeseen circumstances that significantly affect their ability to perform in assessments or examinations.

### **3. Scope**

This policy applies to all students enrolled at Xtra Dog Academy who may require reasonable adjustments or special considerations during assessments and examinations.

### **4. Principles**

4.1. Equal Opportunity: We are committed to providing equal opportunities for all students, regardless of their disabilities, health conditions, or personal circumstances.

4.2. Fairness and Flexibility: We aim to ensure fairness and flexibility in assessments and examinations, taking into account individual needs and circumstances.

4.3. Confidentiality: We maintain strict confidentiality regarding students' requests for reasonable adjustments and special considerations.

### **5. Reasonable Adjustments**

5.1. Identification of Needs: Students who require reasonable adjustments must identify their needs and provide appropriate documentation to the institution.

5.2. Assessment of Needs: Upon receiving a request for reasonable adjustments, we will assess the student's needs and determine suitable adjustments.

5.3. Types of Adjustments: Reasonable adjustments may include extended time for assessments, alternative formats, assistive technology, and adjustments to examination conditions.

5.4. Communication: We will communicate the approved reasonable adjustments to relevant staff members and ensure their implementation.

## **6. Special Considerations**

6.1. Eligibility: Students may apply for special considerations due to unforeseen circumstances, such as illness, injury, or personal emergencies, that significantly affect their ability to perform in assessments or examinations.

6.2. Application Process: Students must follow the institution's application process for special considerations, including providing supporting documentation when required.

6.3. Review and Decision: A committee responsible for special considerations will review each application and make a decision based on the evidence provided.

6.4. Outcomes: Approved special considerations may result in extensions for assessments, alternative assessment arrangements, or other appropriate accommodations.

## **7. Review and Continuous Improvement**

This policy and procedure will be reviewed periodically to ensure their continued effectiveness in providing reasonable adjustments and special considerations to students. Feedback from students and staff will be considered for improvement.

## **8. Contact Information**

For enquiries or concerns related to this policy, please contact: Matt Wildman, Education Director via [woof@xtradog.academy](mailto:woof@xtradog.academy).

By adhering to this Reasonable Adjustments and Special Considerations Policy and Procedure, Xtra Dog Academy is committed to promoting equal opportunities and inclusivity in education.

**This policy has been approved & authorised by:**

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| <b>Name:</b>     | Matt Wildman       |
| <b>Position:</b> | Education Director |
| <b>Date:</b>     | 1/1/2025           |