



ICHAS

Section 7 – Policies and Procedures on Teaching, Learning & Assessment

Subject:		Procedures associated with Reasonable Accommodation	
Date Approved by Board of Directors:			July 2019
Policy Version	1/2019	Date due for Revision	February 2024
Parent Policy		Policy on Reasonable Accommodation	

INTRODUCTION

Reasonable accommodation (where deemed appropriate and feasible) are made to enable participation in assessment at no additional cost to the learner. It is important to note that reasonable accommodation does not imply a lesser requirement on learners to demonstrate attainment of the standards for the programme or module concerned and any accommodations provided should not give the learner an unfair advantage over other learners. This is consistent with a philosophy of neither unfairly advantaging nor disadvantaging learners. Therefore, any accommodation or changes or amendments to assessment activities are commensurate with identified needs and designed to ensure equitable assessment.

The following procedural principles underline the College's policy on Reasonable Accommodation:

- Each request for a reasonable accommodation are determined on a case-by-case basis by the Registrar, the relevant Programme Director and the Vice President (Academic Affairs).
- It is the responsibility of each and any student with a disability or specific additional need to inform ICHAS of this when applying for the course of study and, where appropriate, at the start of each academic year if they wish to avail of the Policy.
- Applicants with a disability or specific additional needs have the responsibility to provide documentation from acceptable professional sources that verifies the nature of the disability and any specific additional need. All disability records are treated confidentially, and each applicant is treated with dignity and respect.
- Appropriate accommodation to be made is agreed with the student and is formally confirmed in writing in advance of assessments or examinations. This

confirmation expressly states the circumstances to which the reasonable accommodation should apply.

Types of Support available include

- Time extensions in examinations
- Scribe support during examinations
- Technological supports.
- Voice to text facilities including software
- Writing accommodations including spelling waiver.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Programme Director	Puts the accommodation in place as agreed.
Learner	<ul style="list-style-type: none">• Responsible for bringing any additional needs to the attention of the College• For providing any required verification in the form of medical or psychological assessments to support their application for RA• For bringing their RA to the attention of any relevant staff in the college should the need arise
Registrar	<ul style="list-style-type: none">• To provide clear information of the College's policies and procedures associated with Reasonable Accommodation• To process all applications for RA• To inform all relevant parties of the reasonable accommodations that have been put in place

PROCEDURES

The following procedures relate to Reasonable Accommodation:

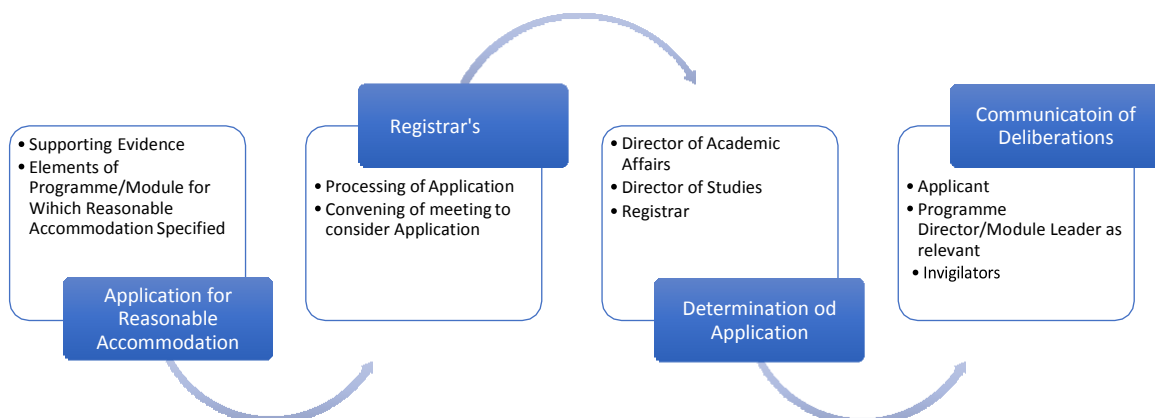
- The student brings their request for Reasonable Accommodation to a member of staff or faculty
- Members of Faculty have to contact the Registrar's office for consultation whenever there is a question or concern about a recommended academic adjustment, particularly if the member of faculty believes that a recommended academic adjustment:
 - Could pose an undue burden
 - could fundamentally alter the nature or purpose of the assignment or the test is inconsistent with essential academic requirements or could unreasonably reduce or alter academic requirements.

- The request is referred to the Office of the Registrar which provides the student with all the necessary detail on the College's policies and procedures pertaining to RA including information from AHEAD and the statutory context of their application.
- The student is required to submit documentation supporting their application for RA.
- Learners requesting Reasonable Accommodation are required to submit medical or psychological documentation as necessary to substantiate the need for the academic adjustment. Reports are required to be original, precise and verifiable.
- The academic adjustment or accommodation that is recommended can be the one requested by the student, or an alternative that will effectively permit the student's full participation in the assessment activities.
- The request is considered by the Registrar, the relevant programme director and the director of academic affairs with focus on feasibility and optimum delivery of RA request.
- Students whose application do not meet the requirements for Reasonable Accommodations can appeal the decision using the procedures associated with appeals.
- If the criteria for RA is met, a plan for RA is put in place in consultation with the student
- Relevant and affected parties are informed of the RA plan and supported in it's implementation

The following should be noted by all staff:

- No attempts can be made to diagnose learners whom they teach or advise, even when a lecturer is professionally qualified to do so.
- A lecturer may ask a student who is evidencing problems, in general terms, whether measures could be taken to assist the student; the student may be referred to the Registrar's Office on a confidential basis.

GRAPHICAL PRESENTATION OF PROCEDURE



Linked Policies and Procedures

Linked Policies	Policy on Access Policy on Transfer and Progression Policy on Reasonable Accommodation
Linked Procedures	Procedures associated with Access Procedures associated with Transfer and Progression Procedure associated with Appeals