

PROVIDER NAME: CCT College Dublin (CCT)		
POLICY AREA: Standard 5: Student-centred teaching, learning and assessment		
Policy and Procedure Title: Reasonable Accommodation	Policy No: CCTP505	Version: 2.1
<p>Policy Statement</p> <p>CCT supports the implementation of the AHEAD Charter for Inclusive Teaching and Learning¹ and reflects this in quality assurance policies and procedures and the teaching, learning and assessment practices of the College. In order to facilitate fair and accessible participation in assessment CCT will make reasonable accommodations for learners with disabilities and additional needs, as far as is reasonably practicable, and within any constraints laid down by QQI or relevant professional bodies.</p> <p>As CCT does not have the expertise to undertake medical or psychological assessments to determine the extent of impact of disabilities or determine the supports required to accommodate learning needs, it is therefore College policy to require learners furnish CCT with the appropriate documentation from either a medical consultant or educational psychologist. All such reports must:</p> <ul style="list-style-type: none"> • Be original • Be provided on headed paper • Be not more than three years old • Include recommendations of the accommodations required <p>This policy applies to learners with a disability or specific learning need who require reasonable accommodations to enable them to demonstrate their ability to attain the learning outcomes being assessed. It does not apply to those learners with a temporary illness or injury. In such cases learners should follow the procedure for Personal Mitigating Circumstances as outlined in the CCT Assessment Policy CCTP502.</p> <p>Where accommodations are deemed reasonable, they will be provided by the College and at no additional cost to the learner.</p> <p>CCT expects that learners will have notified the College of the disability or specific learning need at the point of application to study in CCT. It is the responsibility of the applicant learner to make such a disclosure. Only where such a disclosure is made pre-admission can CCT be held responsible for providing the accommodations required. Notwithstanding this, in all instances CCT will make every effort to support the learner concerned.</p> <p>CCT operates reasonable accommodations policy under the following principles:</p> <ul style="list-style-type: none"> • Reasonable accommodations will be made where feasible to enable participation in assessment • Changes or amendments to assessment activities to enable participation should be restricted to the minimum • Learners requiring reasonable accommodations must still demonstrate attainment of learning outcomes in order to pass. • Any provision of accommodations should not provide the learner with an unfair advantage over other learners. <p>Reasonable Accommodations are concerned with adapting the assessment approach, not with diluting the standard of learning to be attained, interfering with it or amending the intended learning outcomes.</p>		

¹ <https://www.ahead.ie/userfiles/files/shop/free/Charter4InclusiveTeachingAndLearning.pdf>

<p>Definitions</p> <p>Reasonable Accommodation: the provision of additional supports, facilities, resources or amendments to assessment tasks and activities to enable a learner with a disability or specific learning need have a comparable opportunity to demonstrate attainment of learning outcomes as any other learner.</p> <p>Assessment: this should be taken to refer to any assessed activity undertaken as part of a programme of study including CA, projects, placements and examinations.</p>		
<p>Staff Involved: All lecturers, Heads of Faculty, Dean of Academic Affairs & College Registrar, Faculty Co-Ordinators, QA Officer,</p>		
Procedure Outline / Method(s) used to carry out this procedure	Responsibility of	Evidence generated by this procedure to ensure its effectiveness
<ol style="list-style-type: none"> 1. Reasonable accommodations may be sought and applied in respect of any assessment. 2. Reasonable accommodations for any learner are normally identified well in advance of the assessment event through a needs assessment process. 3. Request for reasonable accommodation: The learner fills in the Reasonable Accommodation form (CCTF140) and presents it along with all supporting documentation from qualified personnel to the QA Officer, The QA Officer will consider the recommendations identified within the report and determine the feasibility of making the accommodations required. 4. Where the necessary accommodations result in additional costs, beyond those which are standard in assessment, the QA Officer will consult the Dean for Administration and Finance for approval. 5. Additional guidance may be sought from AHEAD or the National Learning Network. 6. Where necessary, the QA Officer may request the learner attends a meeting in order to agree the suitability of the accommodations available. 7. The decision of the needs assessment is communicated to the learner in writing by the QA Officer and the learner is required to confirm acceptance of the accommodations proposed. 8. Upon receipt of the learner's acceptance, the QA Officer will notify the only those lecturers who need to know the detail of the accommodations to be provided. At no point will personal, sensitive information relating to a disability or specific learning need be shared. 9. The CCT campus building is compliant with the Irish state standards and regulations on disability access, as certified by the Dublin City Council. 	<p>Learners Lecturers</p> <p>Dean for Administration and Finance</p> <p>QA Officer</p> <p>QA Officer</p> <p>QA Officer</p> <p>Learner Dean of Academic Affairs</p> <p>QA Officer</p> <p>Academic Council</p>	<p>Reasonable Accommodation Form</p> <p>-Supporting Documentation</p> <p>Notification from QA Officer</p> <p>Cost approval records</p> <p>Records of communication</p> <p>Meeting records</p> <p>Communication records</p>

<p>10. Learners who are refused Reasonable Accommodations can appeal the decision by writing to the Dean of Academic Affairs within 5 calendar days from receipt of the decision, in accordance with the policy on Review, Recheck and Appeal.</p> <p>The QA Officer will provide, to Academic Council, an anonymised summary report on reasonable accommodations granted. This will include the number of applications received, the basis of the application and the accommodations granted. This will be included as part of the annual report to the Council from the Chairs of Boards of Examiners.</p> <p>Accommodations available: Extra time A scribe Taping (video or audio) Computer for typing answers Computer with spoken text and/or large text for visually impaired Voice to text facilities Computer terminal with Braille keyboard Spelling waiver</p>		<p>Notification</p> <p>Appeal applications</p> <p>Minutes of Meetings Exam Board report</p>
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Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
QA Officer External examiner Academic Council	Ongoing reviews throughout the academic year Annual review for full academic year Annually Annually	<ul style="list-style-type: none"> - Review of completed forms - Minutes of Boards of Examiners - Exam Board report to Academic Council - External Examiner report - Annual report

POLICY CONTROL SHEET

Policy Title	Reasonable Accommodation
Responsible Officer(s)	QA Officer
Issuance Date	August 2017
Effective Date	August 2018
Last Review Date	January 2018
Supersedes	Version 2.0
Next Review Date	August 2019
Designated Reviewer	Dean of Academic Affairs
Scope	Faculty (full and part time); External (Examiners & Consultants) QA Officer, Learners

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
10.03.2015	TBC	Update from 2013	College Registrar	Academic Council
Aug 2016	Aug 2016	Edited for clarity Additional option for appealing outcome with Dean of Academic Affairs & College Registrar	QA Officer	Dean of Academic Affairs & College Registrar
Version 2.0	Aug 2017	Extended to clarify process of application and decision-making reflecting current roles and responsibilities. Addition of extended policy statement and principles the policy operates under.	Dean of Academic Affairs	Academic Council
Version 2.1	January 2018	Extension to include reporting to Academic Council for monitoring and approval.	QA Committee	Academic Council
Version 2.1	May 2018	Renumbered, previously CCTP506, now CCTP505	QA Committee	Academic Council

References upon which the Policy section is based

CCT Policy area	Assessment and Standards
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Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Assessment and Standards
Related CCT Policies / Forms	CCTP601 – Access, Transfer and Progression CCTP901 – Academic Supports CCTP902 – General Student Services