



Gaborone University College of law and professional studies

Reasonable Adjustment Policy

Approved date: 20/10/2015

Monitored by: The management committee

1.1. Introduction

Gaborone University College of Law and Professional Studies (GUC) is a registered and accredited tertiary education institution specializing in Law, Early Childhood Education and Business courses. It is a privately owned college. We offer high quality and valuable education which builds the trainees into committed and responsible leaders who have an entrepreneurial spirit to benefit the industry and society. We aim to contribute to the growth, global competitiveness and development of Botswana's economy through providing valuable human capital that the local and global market can rely on. GUC is a private institution registered by the Human Resources Development Council (HRDC) of Botswana. GUC offers programmes accredited by the Botswana Qualifications Authority (BQA)

1.2. Reasonable adjustment

The college has a responsibility under relevant equalities legislation and the requirements of the qualifications regulators (BQA), and (HRDC) to ensure that all candidates have an equal opportunity to demonstrate their knowledge, skills or understanding to the level of attainment required within each qualification, and those barriers to entry are removed where possible. GUC will ensure that candidates are given appropriate adjustments to the assessment process to give them an equal opportunity.

Gaborone University College of Law And Professional Studies seeks to provide equal access to learning and assessment for all candidates, ensuring that there are no unnecessary barriers and that any reasonable adjustments for candidates preserve the validity, reliability and integrity of the qualification. The college will endeavor to accommodate the needs of candidates with particular learning requirements, according to individual circumstances where possible.

1.3. Acceptable Reasonable Adjustment

Adjustments to the assessment process will typically be made in the following circumstances:

Candidates with a physical, sensory or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Candidates are deemed to have such impairment if they can show that the condition is more than minor or trivial, has an effect that has lasted or is likely to last for at least twelve months and affects the undertaking of everyday activities like eating, washing, walking and going shopping.

The college will require supporting evidence will be required in form of medical reports from doctors, psychiatrists, educational psychologists, specialist teachers, or funding agencies. Providing the adjustment required is the same for each assessment, candidates do not need to re-submit evidence with subsequent applications for reasonable adjustment; however they must complete a Reasonable Adjustment Request Form for each assessment series.

Candidates are deemed to have a temporary physical, sensory or mental impairment if the condition is under one year's duration and is likely to improve. Examples of temporary disability could include broken limbs or injury to hands which could impair candidate's ability to write. Supporting evidence will be required in all cases. If a candidate applies for an adjustment due to a temporary physical, sensory or mental disability, evidence must be re-submitted with a Reasonable Adjustment Request Form for each assessment series.

1.4.Types of Reasonable Adjustments available

The reasonable adjustment policy covers the provision of the following:

- Allocation of extra time
- Large Print
- Alternative fonts
- Coloured Paper / Contrasting background colours
- Braille Paper
- Support of a personal assistant
- Rest / Time Breaks
- Support of a Sign Language interpreter
- Support of a scribe / amanuensis
- Use of assistive technology
- Support of a reader

- Use of appropriate examination locations
- Re-sits, in the case of temporary illness / injury

1.5. Procedure for applying for a Reasonable Adjustment

Applications for reasonable adjustments will be individually considered and decisions may vary according to the exact nature of the needs of the candidates.

- All candidates must submit a request for a reasonable adjustment prior to the closure date for entry to an assessment.
- For internal examinations, the examination committee of the college is responsible for the assessment of the completed form and the evidence provided
- For external examinations, the examinations committee will assess the completed forms and evidence provided. The forms and evidence are sent together with registration list to the awarding board for approval.
- The External Examination Board has to confirm receipt and approval /reject the proposed adjustment to GUC in writing.
- The a copy of the approval from the awarding board together with a copy of the Reasonable Adjustment Request forms are attached to the examination activity report prior to dispatching the examination scripts for marking.
- For external candidates who are registered directly with external awarding boards and wish to take assessment within our college as the centre of the awarding board. The college provides the required reasonable adjustment after receiving a written communication from the awarding board.
- For all applications to External Awarding institutions, the right to approve the application remains with the Awarding Body and it reserves the right to refuse requests.
- GUC will not permit any adjustment without written approval from the awarding body, this could constitute malpractice.
- Once a reasonable adjustment has been agreed and implemented, no further adjustment will be made to the assessment or marking process.

1.6. Costs

The college shall endeavor to provide resources and facilities within its means to facilitate assessment to all. However, special equipment beyond the reach of the college shall be provided by the candidate to facilitate assessment.

1.7.Review

- Wherever possible, the college will deal sympathetically with requests for reasonable adjustments or special consideration.
- In cases where a request is turned down the candidate has the right to request a review of the decision. In cases of doubt the college will refer the matters to the local regulatory authorities and the relevant awarding body.
- Statistical information relating to applications for reasonable adjustment will be collected and reported to the management, and will be reported to the college Board of Governors for policy review
- This policy shall be reviewed in the event of a change to relevant legislation, and in any event on an annual basis.

Links to other Policies

Candidates studying programmes under the Chartered Institute of Procurement and Supply (CIPS) should refer to the CIPS reasonable adjustment policy available on <https://cips.org/Documents/Study> .