

Access Arrangements and Reasonable Adjustments Policy

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Learner-Friendly Summary

SBK Teaching Standards is committed to ensuring all learners can access their online courses and assessments fairly. If you have a disability, learning difference, long-term condition, temporary injury, or significant life event that affects your ability to complete assessments, you may request an access arrangement or reasonable adjustment.

You can contact us via **email, Moodle messaging, or Facebook message** to request the application form. Decisions are made within **10 working days** by the Responsible Officer. All information is kept confidential and processed securely.

1. Purpose

This policy ensures that all learners have fair and equal access to SBK Teaching Standards' online courses and assessments. It aligns with:

- The Equality Act 2010
- UK GDPR and the Data Protection Act 2018
- SBK Teaching Standards' Equality & Diversity Policy

The purpose is to remove unnecessary barriers while maintaining the integrity and validity of assessments.

2. Scope

This policy applies to:

- All online asynchronous courses delivered via MoodleCloud
- All assessment types (MCQ, written tasks, reflective tasks, scenario-based tasks, document uploads)
- All learners, including private learners and centre-entered learners

3. Eligibility

Learners may apply for access arrangements or reasonable adjustments if they have:

- A disability
- A long-term physical or mental health condition
- A temporary condition (e.g., injury, illness)
- A learning difference (e.g., dyslexia, ADHD, ASD)
- A significant life event affecting performance (e.g., bereavement, trauma)

Eligibility must be supported by evidence and reflect the learner's **normal way of working**.

4. Types of Adjustments Available

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SBK Teaching Standards provides a range of access arrangements and reasonable adjustments designed specifically for digital, online assessments delivered through Moodle Cloud. These adjustments aim to remove barriers while maintaining the validity and integrity of assessments.

4.1 Time-Based Adjustments

These apply to Moodle Cloud assessments that use timers or deadlines.

- Extra time added to Moodle Cloud quiz timers (e.g., MCQs).
- Extended deadlines for written, reflective, scenario-based, or document-upload assessments.
- Flexible submission windows for asynchronous tasks.

Moodle Cloud allows individual time extensions to be applied securely and consistently.

4.2 Digital Format Adjustments

These adjustments support learners who require alternative digital formats.

- Accessible PDFs compatible with screen readers.
- High-contrast formats for visual accessibility.
- Layouts optimised for magnification tools.

4.3 Moodle Cloud-Specific Adjustments

These adjustments make use of Moodle Cloud's built-in accessibility and assessment settings.

- One-question-at-a-time mode to reduce cognitive load.
- Extended quiz availability windows for learners needing flexibility.
- Alternative submission routes (e.g., file upload instead of text entry).
- Use of Moodle Cloud's accessibility tools, including:
 - Keyboard navigation
 - Screen-reader compatibility
 - Adjustable display settings
 - Mobile-friendly layouts

These adjustments ensure assessments remain accessible across devices.

4.4 Supportive Measures for Health, Neurodiversity, or Temporary Conditions

These adjustments support learners whose conditions affect concentration, stamina, or processing.

- Rest breaks during untimed assessments or written tasks.
- Reduced-distraction assessment windows (e.g., flexible timing within the day).
- Permission to use assistive technology, such as:
 - Speech-to-text
 - Text-to-speech
 - Screen readers
 - Digital note-taking tools

Learners must ensure their device and software comply with academic integrity requirements.

4.5 Adjustments for Temporary Conditions

For injuries, illness, or short-term impairments:

- Short extensions for written or upload-based assessments.
- Alternative submission formats (e.g., audio instead of typed text).
- Modified deadlines to accommodate recovery.

These are granted on a case-by-case basis with appropriate evidence.

4.6 Other Adjustments

SBK Teaching Standards may consider other reasonable adjustments where:

- They are compatible with Moodle Cloud
- They do not compromise assessment validity
- They do not give an unfair advantage
- They are supported by appropriate evidence

5. Application Process

5.1 How to Apply

Learners must contact SBK Teaching Standards via:

- **Email:** SBK-teaching-standards@outlook.com
- **Moodle messaging**
- **Facebook message**

A **Special Considerations and Access Arrangements Application Form** will then be provided.

5.2 Evidence Requirements

Evidence may include:

- Medical documentation
- Educational psychologist reports
- Professional assessments
- Evidence of normal way of working
- Screenshots or examples of difficulties encountered

Incomplete or insufficient evidence may delay the decision.

5.3 Timing

Requests must be submitted **before assessment deadlines** unless the need arises unexpectedly (e.g., sudden illness).

6. Decision and Review

6.1 Decision Maker

All applications are reviewed by the **Responsible Officer (Clerissa)**.

6.2 Decision Timeframe - Learners will receive a decision within **10 working days**.

6.3 Possible Outcomes

- Approved
- Approved with conditions
- Further evidence required
- Not approved (with reasons provided)

6.4 Right to Appeal - If a learner disagrees with the decision, they may submit an appeal under the **Appeals Policy**.

6.5 Review of Ongoing Adjustments - Long-term adjustments may be reviewed annually or if circumstances change.

7. Confidentiality and Data Protection

SBK Teaching Standards ensures that:

- All evidence and decisions are handled confidentially
- Data is stored securely in line with the **Data Protection & Information Security Policy**
- Only authorised staff have access to learner information
- Learners are informed that applications are processed digitally
- No separate consent form is required; consent is implied through submission.

8. Linked Policies

This policy should be read alongside:

- Equality & Diversity Policy
- Assessment Policy
- Appeals Policy
- Safeguarding Policy
- Data Protection & Information Security Policy
- Complaints Policy

9. Review Cycle

This policy is reviewed:

- **Annually**, or when legislation or JCQ guidance changes