

Reasonable Adjustments/Special Considerations (RASC)

During your interview, you will have been asked if you have any disabilities, long term health conditions, mental health issues, or Specific Learning Differences (SpLD) such as dyslexia, dyspraxia, attention deficit disorder (ADD), attention deficit hyperactivity disorder (ADHD), dyscalculia, autism spectrum disorder (ASD), or require additional support.

If you do not disclose these, the college will be unable to give you additional support in your studies, such as extensions for submission deadlines and extra time for exams. If you have been diagnosed/become aware of such conditions, please come to speak to either the Student Welfare Officer Susan Riaz, or to Karen Lloyd-Davies, to inform us of your issues. If possible, please bring any medical documents, or other evidence of these conditions.

If you cannot provide evidence, we may still be able to offer extra support, so please do come to speak to us. You may be able to receive internal help through The City College Reasonable Adjustments/Special Considerations Policy (available on SharePoint).

What are Reasonable Adjustments/Special Considerations?

A reasonable adjustment/special consideration is any action that helps to reduce the effect of a disability or difficulty that places the student at a substantial disadvantage in the assessment/exam situation. This can include a long-term health condition, a Specific Learning Difference (SpLD), disability or mental-health condition.

Reasonable adjustments/special considerations can be requested by anyone who has a disability or a difficulty that places them at a substantial disadvantage in the assessment/exam situation, and for whom a reasonable adjustment/special consideration would reduce the effect of this, and provide a fair assessment/exam. Examples of reasonable adjustments/special considerations include extensions for submission deadlines and extra time for exams, assessment/exam material in large format, or photocopies on coloured paper if helpful.

Applications for Reasonable Adjustments/Special Considerations

Requests for reasonable adjustments/special considerations should be made using the Reasonable Adjustments/Special Considerations Application Form, which is available from the administration office. Please speak to the Student Welfare Officer Susan Riaz, or to Karen Lloyd-Davies.

The form should be completed and returned to the administration office as soon as possible, along with evidence to support the application, to allow sufficient time for the reasonable adjustments/special considerations to be implemented.

If you have any questions, please do come and speak to the Student Welfare Officer Susan Riaz, contact me on Teams or Email me: sriaz@citycollege.ac.uk.