

## **EAST BRIDGE TRAINING (EBT)**

### **SPECIAL CONSIDERATIONS AND REASONABLE ADJUSTMENTS POLICY**

**Policy Reference Number:** EBT-POL-005

**Version:** 1.0

**Effective Date:** 03 November 2025

**Review Date:** 03 November 2026

**Approved By:** Director, East Bridge Training (EBT)

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#### **1. Purpose**

The purpose of this Special Considerations and Reasonable Adjustments Policy is to ensure that all learners at East Bridge Training (EBT) have equitable access to learning and assessment, regardless of disability, temporary impairment, or unforeseen circumstances.

This policy:

- Ensures compliance with the **Dubai Inclusive Education Policy Framework**, **KHDA Vocational Education Standards**, and international accreditation requirements (IEAC, EDU).
- Ensures no learner is unfairly disadvantaged during teaching, learning, or assessment.
- Provides clear procedures for granting **Reasonable Adjustments** (pre-assessment) and **Special Considerations** (post-assessment).
- Upholds the academic integrity and validity of all EBT qualifications.

EBT is committed to creating an inclusive, supportive environment for all learners, particularly working professionals and learners of determination.

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#### **2. Scope**

This policy applies to:

##### **Learners**

All learners enrolled in any KHDA-approved EBT programme, delivered:

- In-Class
- Online
- Live Online

## **Staff**

- Director
- Academic Manager
- Trainers, assessors, moderators
- Administrative staff involved in learner support, documentation, or assessment

## **Activities Covered**

- All forms of assessment (assignments, examinations, live assessments, practical demonstrations, teaching practice)
  - All learning environments (physical facilities, LMS, digital resources)
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## **3. Policy Statement**

EBT is committed to fair access and equal opportunity for all learners. To ensure this:

### **Reasonable Adjustments (Pre-Assessment)**

EBT will provide reasonable, appropriate modifications to learning or assessment conditions to remove barriers for learners with:

- Disabilities
- Long-term medical conditions
- Specific learning difficulties
- Mental health conditions

Adjustments will never alter learning outcomes or reduce assessment standards.

### **Special Considerations (Post-Assessment)**

EBT may grant a special consideration if a learner is temporarily disadvantaged due to:

- Short-term illness
- Accidents or injury
- Bereavement
- Significant personal or professional disruption
- Other unforeseen, exceptional circumstances

## **Confidentiality**

All information submitted for adjustments or considerations is treated with strict confidentiality and managed under EBT's Data Protection Policy.

## **Compliance & Integrity**

All decisions must comply with KHDA, IEAC, and EDU regulations and safeguard the academic credibility of the qualification.

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## **4. Procedures**

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### **5.1 Requesting a Reasonable Adjustment (Pre-Assessment)**

#### **1. Disclosure**

Learners must inform EBT of their need for adjustments as early as possible, ideally at enrollment.

#### **2. Required Evidence**

Learners must provide documented proof from a qualified professional, such as:

- Medical practitioner
- Clinical psychologist
- Educational psychologist
- Therapist or specialist

Evidence must describe the condition, its impact, and recommended adjustments.

#### **3. Assessment and Decision**

The Academic Manager reviews the evidence and determines appropriate adjustments in consultation with the Director.

#### **4. Individualized Support Plan (ISP)**

An ISP is created outlining approved adjustments (examples: extra time, breaks, readers, modified materials, assistive tech).

#### **5. Communication and Implementation**

- Relevant trainers/assessors are informed confidentially (need-to-know basis).
- Adjustments are implemented consistently in teaching and assessment.

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## 5.2 Requesting Special Consideration (Post-Assessment)

### 1. Eligibility

Special Consideration may be granted if the learner was adversely affected during or immediately prior to the assessment.

### 2. Submission Timeline

Requests must be submitted **within 5 working days** of the affected assessment.

### 3. Required Evidence

Acceptable documentation includes:

- Medical certificate
- Police report
- Death certificate
- Official employer documentation (e.g., emergency duty assignment)

Self-certification is not normally accepted.

### 4. Decision-Making

The Academic Manager and Director review the case and may approve:

- A minor mark adjustment (if permitted)
- Deferred assessment without penalty
- Alternative assessment arrangement

### 5. Notification

Learners are notified of the decision within **10 working days**.

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## 5. Roles and Responsibilities

Role	Responsibilities
<b>Director – Shivanjan Chakraborty</b>	Final approval of all Special Consideration and Reasonable Adjustment decisions; ensures compliance with KHDA and accrediting bodies.
<b>Academic Manager</b>	Reviews evidence; creates ISPs; communicates adjustments; oversees implementation; maintains records.

<b>Role</b>	<b>Responsibilities</b>
<b>Academic Staff (Trainers/Assessors)</b>	Implement adjustments in teaching and assessment; maintain assessment integrity; report concerns.
<b>Administrative Staff</b>	Receive applications; maintain confidential records; support communication; ensure secure storage of evidence.
<b>Learners</b>	Submit timely, accurate documentation; comply with ISP requirements; communicate needs as early as possible.

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## **7. Monitoring and Compliance**

### **Monitoring**

- The Academic Manager maintains a confidential register of:
  - All ISPs (Reasonable Adjustments)
  - All Special Consideration requests & outcomes
- The Director reviews the register quarterly to ensure:
  - Consistency
  - Fairness
  - Alignment with KHDA & accreditation standards

### **Non-Compliance**

- **Staff** failure to implement approved adjustments may result in disciplinary action.
- **Learners** who submit fraudulent evidence may face:
  - Referral under the Academic Misconduct Policy
  - Assessment nullification
  - Expulsion in severe cases

### **Appeals**

Learners may appeal decisions in writing to the Director within **7 working days**, providing justification and any additional evidence.

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## 8. Review and Renewal

This policy will be reviewed annually or sooner based on:

- Updates to KHDA inclusive education requirements
- IEAC/EDU accreditation updates
- Internal audit outcomes
- Learner or staff feedback
- Changes in UAE legal frameworks

Any updates will be approved by the Director and published with a new version number.

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## 9. Related Policies and Documents

- Academic Misconduct Policy
  - Learner Grievance and Appeals Policy
  - Data Protection and Confidentiality Policy
  - Assessment Policy
  - Inclusive Education Policy
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## 10. Approval and Signature

Approved by:

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**Shivanjan Chakraborty**

*Shivanjan Chakraborty*

Director, East Bridge Training (EBT)

**Date:** 03 November 2025