

REASONABLE ADJUSTMENTS & SPECIAL CONSIDERATIONS POLICY

1. POLICY STATEMENT

UE Academy is committed to providing equal access to our professional qualifications. It is the policy of this Academy to ensure that learners with disabilities, learning difficulties, or temporary injuries are not unfairly disadvantaged during the assessment process. We provide "Reasonable Adjustments" to remove barriers to learning while ensuring that the "Competence Standards" of the qualification remain rigorous and unchanged.

2. DEFINITIONS

- **Reasonable Adjustment:** An action taken *before* an assessment to allow a learner with a disability or difficulty to demonstrate their competence (e.g., providing a braille paper, a reader, or extra time).
- **Special Consideration:** An adjustment to a grade or a re-assessment opportunity given *after* an assessment due to unforeseen temporary circumstances (e.g., sudden illness, bereavement, or a site emergency during the exam).

3. TYPES OF ADJUSTMENTS PROVIDED

BUEA Academy may grant the following adjustments, subject to the requirements of the External Awarding Body:

- **Time Adjustments:** Usually 25% extra time for learners with dyslexia or where English/Arabic is not the primary language.
- **Modified Materials:** Large print papers, colored overlays, or digital screen-reader compatible formats.
- **Physical Access:** Ensuring exam halls are wheelchair accessible or providing ergonomic seating for those with back injuries.
- **Support Personnel:** Providing a "Scribe" (to write for the learner) or a "Reader," provided they have no conflict of interest with the learner.

4. THE APPLICATION PROCESS

1. **Early Disclosure:** Learners are encouraged to disclose their needs during the enrollment process at **BUEA.uk**.

2. **Evidence Submission:** The learner must provide valid medical evidence (a doctor's note or educational psychologist's report) dated within the last 3 years.
3. **Awarding Body Approval:** For regulated qualifications (like NEBOSH), BUEA Academy will apply to the Awarding Body on behalf of the learner at least **4 weeks** before the exam.
4. **Implementation:** Once approved, the **Quality Assurance Manager** ensures the adjustment is in place for the specific exam date.

5. JURISDICTIONAL COMPLIANCE

- **United Kingdom:** Strictly aligned with the **Equality Act 2010** regarding the duty to make reasonable adjustments.
- **Kingdom of Saudi Arabia:** Supporting the **Authority for Care of Persons with Disabilities (APD)** standards and the **Executive Regulations of the Labor Law** regarding the employment and training of persons with disabilities.

Chief Executive Officer / Director BUEA Academy

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