# PROCEDURE 056
# REASONABLE ADJUSTMENTS

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**Procedure 056: REASONABLE ADJUSTMENTS**

1. **PURPOSE**

1.1 The Academy of Contemporary Music (ACM) is committed to providing an inclusive environment which enables all students to achieve their potential.

1.2 This Procedure sets out how ACM will support students with additional needs and/ or disabilities in line with the Reasonable Adjustments, Additional Needs and Disabilities, and Learning, Teaching, Assessment and Attainment Policies.

1.3 This Procedure addresses the support available for students who may seek reasonable adjustments relating to their access to lesson content, assessment modes and submission deadlines.

1.4 This Procedure should be read in conjunction with ACM's Additional Needs and Disabilities Charter.

2. **PROCEDURE DETAILS**

2.1 ACM recognises two major categories of need which may lead to the provision of reasonable adjustments:

- permanent or long-standing disability, illness or special educational need, e.g. blindness, diabetes, dyslexia, borderline personality disorder;
- temporary disability, illness or indisposition, e.g. broken arm, chronic pain

2.2 Students are required to disclose any issue that falls within the categories highlighted in 2.1 as soon as they can upon enrolment, or at the point of diagnosis, whichever is sooner. Students must do this by emailing the Additional Needs and Disability team at and@acm.ac.uk.

2.3 Where additional needs, or a disability, are disclosed during the application process, the Additional Needs and Disability team will make arrangements to meet with the student, ahead of the start of the academic year, to arrange support requirements and assess reasonable adjustments.

2.4 Students will be provided with information on how to apply for Disabled Students Allowance, and will be supported through the application process. Eligible students will be issued a DSA2 letter from the DSA which will detail the support the student is entitled to.

2.5 Based on the recommendations made in the DSA assessment, as outlined in the DSA2 letter, the student may be eligible for any of the following adjustments:

**For timed assessments**

- 25% Extra time
- 50% Extra time
- Separate room (sole use)
- Quiet room (shared use but reduced number of students)

- Reader
- Scribe
- Use of assistive equipment/software
- Written exams to be converted to oral exams
- Use of a word processor
- Documents printed on coloured paper
- Documents to have a minimum font size

**For general submissions**

- Extension to the deadline of planned assessments
- Late submission without grading cap
- Marking not to assess spelling and grammar
- Marking not to assess errors that may be produced by software features e.g. American English, replacement of words through autocorrect.

2.6 Adjustments may also be applied to learning activities which are not formal assessments, for example, receiving any reading material, or class presentations ahead of the timetabled session.

2.7 Students who have not been through a formal DSA assessment may still access support and reasonable adjustments. These will be agreed upon following an assessment meeting with the Additional Needs and Disability team, and in consultation with relevant academic staff.

2.8 Students with a temporary impairment, for example, a broken wrist, will be entitled to reasonable adjustments during the time they are affected by the impairment. Adjustments will be agreed up at an assessment meeting with the Additional Needs and Disability team, and in consultation with relevant academic staff.

2.9 All reasonable adjustments will be reviewed on a cyclical basis. The length of this cycle is dependent on the nature of the additional need, disability, or temporary impairment.

2.10 Reasonable Adjustment assessment meetings will be held either onsite or remotely, depending on what the student is comfortable with. The attendees of the meeting will include a member of the Additional Needs and Disability team, the student and, should the student wish, a student advocate. The student advocate can be a parent, guardian, or other staff member with whom the student feels comfortable.

2.11 After the assessment meeting, the Additional Needs and Disability team will take their recommendations to the Reasonable Adjustments Panel without disclosing any of the student's personal details at this point, to agree which adjustments are possible and reasonable.

2.12 Once adjustments are agreed at the Reasonable Adjustments Panel, the student will be notified, in writing, of the confirmed adjustments. The date of review will also be confirmed, in writing, to the student.

2.13 The student must also agree to the adjustments and by doing so, they agree to share the information pertaining to their adjustments (including their name and Learner ID) with relevant staff. Examples of relevant staff include:

- Programme Operations Staff (for ensuring assessments are run with the adjustments in place);
- Tutors (for ensuring in-class adjustments are in place)
- Wider student services staff members.

2.14 If the student feels there was a material error in the Panel's procedures for agreed reasonable adjustments, they may submit a complaint via the Student Complaints and Grievances Procedure.

2.15 Upon the review date of the adjustments, the following outcomes may be reached:

- No change, the adjustments remain in place until the next review date;
- Reassessment - the needs and circumstances of the student have changed;
- Fitness to Study - the student has not been able to engage and participate in their programme of study, and all reasonable adjustments have been made;
- Adjustments conclude - the student is no longer in need of the adjustments.

2.16 The review date may be brought forward upon request by the Additional Needs and Disability Manager, or by the student, should the needs or circumstances of the student change.

3. **PROCEDURE SCOPE**

3.1 This Procedure applies to students studying at Foundation Level, and FHEQ Levels 4, 5, and 6 at ACM Guildford, ACM Birmingham and ACM London.

3.2 This Procedure does not apply to students studying on Further Education programmes (Levels 2 and 3) at any ACM site. Any adjustments made to assessment or provision for FE students will be subject to the regulations of the FE funding partner, or the details of any EHCP issued to the student.

4. **RELATED POLICIES**

- Additional Needs and Disability Policy
- Extenuating Circumstances Policy
- Fitness to Study Policy
- Student Engagement and Participation Policy
- Learning, Teaching, Assessment and Attainment Policy

5. **PROCEDURE OWNER**

5.1 The Student Engagement and Quality Committee is responsible for ensuring this policy is implemented appropriately and fairly, and delegates operational responsibility to the Additional Needs and Disability department. The responsible Committee will ensure the cyclical review of this Policy is carried out under ACM's Quality Assurance Framework.

6. **DOCUMENT HISTORY AND NEXT REVIEW**

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Version: 1.1

Approved on: 01 September 2025

Approved by: Student Experience and Opportunity Board

Date of next review: August 2026