



# **Reasonable Adjustment Policy**

## **Atlas Star IT Centre**

### **Purpose**

This policy outlines the framework for granting reasonable adjustments to learners undertaking qualifications at Atlas Star IT Centre. Reasonable adjustments are measures taken to ensure learners with specific needs can access study materials and participate in assessments on an equal footing with their peers.

### **1. Scope of Adjustments**

Atlas Star IT Centre is committed to fostering an inclusive environment and may provide the following reasonable adjustments to learners:

#### **Access to Study Materials**

- Providing learning resources in alternative formats (e.g., large print, audio, or electronic versions).
- Offering additional time or alternative methods for accessing course materials.
- Making study spaces physically accessible.

#### **Arrangements for Assessments**

- Extending assessment time limits.
- Offering alternative assessment methods (e.g., oral presentation instead of written exams).
- Allowing the use of assistive technology (e.g., screen readers, voice-to-text software).
- Providing a scribe or reader during assessments.
- Adjusting the physical setup of assessment venues (e.g., wheelchair accessibility).

### **2. How to Request a Reasonable Adjustment**

Learners seeking a reasonable adjustment should follow these steps:

#### **1. Submit a Request:**

- Complete the "Reasonable Adjustment Request Form," available at the administrative office or online portal.
- Clearly specify the adjustment(s) needed and the reason(s) for the request.
- Attach any supporting documentation, such as medical certificates, psychological assessments, or relevant reports.



## 2. Initial Discussion:

Schedule a meeting with the Admin Support Officer to discuss individual needs and potential adjustments.

## 3. Submission:

- Submit the completed form and supporting documents to the Learner Support Officer either in person or via email.

## 3. Timelines for Reviewing Requests

- **Acknowledgment of Request:** Within 3 working days of submission.
- **Review Process:**
  - The Learner Support Officer, in consultation with relevant academic staff, will review the request and supporting documents.
  - This process may include liaising with external professionals if necessary.
- **Decision Notification:** Within 10 working days of submission.
  - If further information is needed, the learner will be contacted, and the timeline may be extended.

## 4. Appeals Process

If a learner is dissatisfied with the outcome of their request, they may submit an appeal in writing to the Academic Board within 5 working days of receiving the decision. The appeal will be reviewed, and a final decision provided within 10 working days.

## 5. Review of Policy

This policy will be reviewed annually to ensure it remains compliant with relevant regulations and reflects the needs of our learners.

### **Contact Information:**

For further information or to request reasonable adjustments, please contact:

#### **Learner Support Officer**

Atlas Star IT Centre

Email: [support@atlasstar.com.np](mailto:support@atlasstar.com.np)

This policy reflects Atlas Star IT Centre's commitment to inclusivity and equal opportunity, ensuring every learner can achieve their potential.