

Al-Maktoum College of Higher Education

Special Assessment Arrangements Procedures

Department/Team	Procedure
Academic	Academic Procedure 003
Reference No.	Version No.
ALM/ACD/PRO/003/RV4	4

Approved by:

Board/Committee	Date
Academic Council	Sept 2024

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July 2025

Al-Maktoum College of Higher Education is committed to the quality of teaching and the quality of student learning opportunity. This will include discussing and providing special assessment arrangements for students who have been identified and/or verified as having a condition which requires the provision of 'reasonable adjustments'. This will take place via a meeting of the Assessment Verification Team.

Members of the Assessment Verification Team are as follows:

- Teaching staff working closely with the student (currently or in the past, who have identified similar condition in student's circumstances)
- Relevant Programme/Unit Coordinator(s)
- Student Administration staff (in case they have identified student's specific needs dealing with evidence for absences)
- SQA Coordinator

Internal assessment arrangements verification system

- Declaration of a disability or health condition by the student when they apply to the College. Administration staff will contact the student and make them aware of the availability of reasonable adjustments providing that they submit the appropriate evidence. A student, who declares their condition/disability at any point during the term before assessment week, will be given the opportunity to discuss their needs. At very short notice, there is no guarantee that requests can be accommodated. However, every attempt will be made especially in exceptional circumstances. If they are a continuing student, a review of their condition is required to receive the necessary support for the subsequent term/year,
- Verification meeting to take place to discuss the identified special needs of the individual student and adequate assessment arrangements should be based on the student's condition and the nature of programme assessment modes,
- All relevant information and documentary evidence to be gathered and recorded; and communication should be put in a place and fully considered in determining the eligibility of the candidate and the appropriateness of the assessment arrangements,
- The need for special assessment arrangement should be independently confirmed. So the student, who has been identified by a member of staff or who has declared their condition and requested a reasonable adjustment, must provide external evidence such as a doctor's letter or psychologist report for student with specific learning difficulties,
- The SQA Coordinator is responsible for ensuring the College meets its responsibilities in terms of quality assurance and the provision of special assessment arrangements,
- If the Verification Team agrees to provide "special assessment arrangements", this is to be discussed with the student (either by the given teaching staff, or any other member of the Verification Team with whom the student is comfortable),
- If the student agrees with the "special assessment arrangements", they will complete and sign a form for **Special Condition for Assessment Arrangements (SCfAAs)**. By signing this form, the student is giving their written consent that their special needs can be shared among the relevant staff and the awarding body, SQA
- Candidates' needs and support will be reviewed each Semester.

- The SQA Coordinator is responsible for authorising any request to SQA for providing special assessment arrangements.
- The College will review the procedures as required. An assessment will be made on the effectiveness of the practice based on the available data and after the consultation with the relevant committee.

Appendix

1. Special Condition for Assessment Arrangements Form