



The American Institute of Extended Studies (AIES) Reasonable Adjustments and Special Consideration Policy

1.0 Introduction

AIES recognizes its responsibilities as an educational organization for studying members with learning difficulties or disabilities. In implementing a policy, the Institute's **AIES** aims to ensure that no studying member is treated less favorably than others on the grounds of such difficulties or disabilities.

Copies of the Reasonable Adjustments and Special Consideration Policy can be downloaded from the Learning Zone website. For hard copies, please phone the Customer Contact Centre on +1 (949) 679-6066 or email info@aiesus.org. Study Centers are sent electronic copies of this Policy for their files. They can also access it via the Tutors' website, or request a hard copy by ringing +1 (949) 679-6066.

1.1 Statement of Reasonable Adjustments

AIES will aim to make reasonable adjustments when a studying member is placed at a disadvantage to others with regard to tuition and assessment, due to a learning difficulty or disability.

1.2 Disability – Reasonable Adjustment

AIES is able to offer reasonable adjustments to those studying members who are considered to have a physical or mental impairment that is likely to last for more than one year. Evidence must be provided, which should ideally include medical reports.

AIES must be notified at least four weeks before the date of the examination, in order to be able to make any reasonable adjustments.

All applications from studying members will be considered on an individual basis by the Educational organization.

2.0 Special Consideration – Reasonable Adjustment

AIES is able to offer reasonable adjustments to those studying members who are considered to have a physical or mental impairment that is likely to last for less than one year. Evidence must be provided, which should ideally include medical reports.

Examples of temporary disability include broken limbs, mental impairment, long-term sickness, or recovery from a serious operation.

2.1 Situations that cannot have been foreseen

Special consideration may be given to studying members in situations that could not have been foreseen, such as temporary illness, indisposition or injury.

This information must be accompanied by a doctor's medical certificate or other relevant evidence for the claim to be accepted by **AIES**.

Even though the AIES should be notified of all special consideration cases at least four weeks prior to the examination, we acknowledge this is not always possible. Please inform us prior to the examination even if the four-week deadline has passed. We will try to make reasonable adjustments but this cannot be guaranteed; the AIES may have to advise that a studying member defers their examination.

2.2 Student Responsibility

AIES has an established support mechanism for studying members with special requirements, called Special Consideration. More information may be obtained by phoning +1 (949) 679-6066 or consulting the website page *Qualifications and Exams Info*.

2.3 Informing the AIES

Studying members should contact Special Consideration by:

Email: info@aiesus.org

Telephone: +1 (949) 679-6066

Address: 1 League #61531, Irvine, CA 92602, USA.

It is the responsibility of studying members to ensure that Special Consideration at the Institute is aware of their individual assessment needs at the time of registering for an assessment, so that reasonable adjustments can be made.

AIES has to ensure that any reasonable adjustment made does not over-compensate for a condition, giving the studying member with special requirements an unfair advantage over others.

2.4 Types of Reasonable Adjustments

Requests for tape recordings Braille or large print papers should be made to the Institute at the time of registering for an assessment (earlier if at all possible).

If the Institute agrees to a computer being used, this must be provided by the examination center. The computer's memory must be wiped and it must not provide access to the internet, to ensure that no additional advantage is gained by the studying member.

3.0 Recording & Confidentiality of information

Please note that the Institute is obliged to record disability-related information because of statutory regulatory body requirements, and to inform relevant Institute staff because of the arrangements that may have to be made. This information will be held confidentially under the terms of the Data Protection Act.

Note: “relevant Institute staff” includes invigilators and examination center staff who need to be aware of the assessment arrangements made in order to assist their smooth administration.

3.1 Special Consideration process

After notification, **AIES** will send the studying member an acknowledgement by letter, email, or telephone (whichever method of communication is appropriate to the studying member’s needs).

AIES will start the process of allocating the studying member to an appropriate exam center, and make suitable arrangements.

The studying member will be informed, by an appropriate method of communication, of any arrangements which have been made regarding taking an examination or assisting the process of writing an assignment. A note will be made in the studying member’s record.

Any scripts not in handwritten format will be printed off and sent to examiners or moderators as part of the usual examination process.

Assessment results will be communicated in a manner appropriate for the studying member.

4.0 Study and Examination Centre Responsibility

Any accredited Study Centre acting as an Examination Centre, and Examination Centers themselves, should have its own policy in place. These Centers will be required to meet the minimum standards laid down by **AIES**.

4.1 Expectations of Study and Examination Centers by the educational organization

Study and Examination Centers should ensure relevant staff members know the **AIES**’s policy, and that studying members have been made aware that reasonable adjustments can be made to assist them in examinations and assignments.

Study and Examination Centers should ensure that all reasonable adjustments made in examinations or in assignments are known by the relevant personnel within the institution, on an agreed confidential basis.

4.2 Monitoring and Evaluation

Data will be collected at the time of declaration by those studying members disclosing any disability or other impairment. This will be compared with national data. Confidentiality will be maintained in accordance with the USA Data Protection Act.

A Reasonable Adjustment report is produced for the consideration of each Examination Board (in February and July each year), which is compared with national data. Names of studying members are not included in this report.

All findings are reported to the Director of Education, who will, if necessary, direct Education staff to enhance or alter the department’s procedures. The findings will also be reported for information and action to other Institute departments, such as Membership and Training, to ensure their procedures are consistent with those of **AIES**.

Names of studying members are not included in this report. Centers may also receive feedback from their Regional Education Manager, should they not be adhering to the Institute's Reasonable Adjustments and Special Consideration Policy.