



Reasonable Adjustments/Special Consideration Policy

Full Name:	Domain Institute of Professional Studies
Category	Student & Staff
Owner	Quality Assurance Department
Access	Public – Anyone can view this document
Version	0.1
Created Date	18-04-2025



Welcome to Domino Institute of Professional Studies

As a leading provider of professional education in Pakistan, we are pleased to welcome you to our academic community. This reasonable adjustments/special consideration policy reflects our institutional commitment to delivering high-quality education, safeguarding student welfare, and maintaining the professional standards that are the hallmark of the Domino Institute. DIPS is a nationally recognized academic institution, committed to enhancing educational accessibility through the implementation of contemporary pedagogical practices. In alignment with global educational trends and the increasing demand for flexible learning pathways, DIPS has developed a comprehensive and scalable distance learning model to complement its traditional on-campus delivery. This policy establishes a structured framework for ensuring the consistent delivery of high standards in distance education. It reaffirms the Institute's dedication to academic excellence, comprehensive student support, regulatory compliance, and the ongoing enhancement of its technological infrastructure. All provisions within this policy are aligned with the requirements set forth by OTHM, Ofqual standards, and the broader expectations of Pakistan's higher education sector.



1 1. Policy Statement

Domain Institute of Professional Studies (DIPS) is committed to ensuring that all learners are treated fairly and equitably during assessment and teaching, without compromising the integrity, reliability, or validity of the qualification. This policy outlines the circumstances and procedures for applying reasonable adjustments and special consideration in accordance with OTHM and Ofqual requirements.

2. Purpose

This policy provides a clear process for:

- Making reasonable adjustments for learners with specific needs.
- Applying for special consideration due to temporary illness or unexpected events.
- Ensuring equal opportunity to achieve learning outcomes for all.

3. Scope

This policy applies to:

- All registered learners with DIPS on OTHM qualifications.
- All academic and support staff involved in assessment or learner welfare.
- Internal and external assessment activities across in-person, blended, and online delivery formats.



4. Key Definitions

- Reasonable Adjustment: A pre-planned change to assessment or teaching method to accommodate a long-term need or disability without altering the qualification's standards (e.g., extra time, accessible formats).
- Special Consideration: A post-assessment allowance granted for a learner who experienced a temporary event (e.g., illness, bereavement, or accident) affecting performance.

5. Regulatory Alignment

This policy is based on:

- OTHM Assessment and Reasonable Adjustments Policy
- Ofqual's General Conditions of Recognition – especially Condition G6 (Arrangements for Reasonable Adjustments)
- UK Equality Act 2010 principles (applied contextually for Pakistan)

6. Eligibility Criteria

A. Reasonable Adjustments

May apply to learners with:

- Physical or sensory disabilities
- Specific learning difficulties (e.g., dyslexia, ADHD)
- Mental health conditions
- Long-term medical conditions



- Language barriers (where permitted by OTHM)

B. Special Consideration

May apply to learners who experience:

- Temporary illness during or before assessment
- Bereavement of an immediate family member
- Injury or trauma affecting attendance/performance
- Severe technical disruptions (in case of online delivery)

7. Request Process Overview

Stage	Reasonable Adjustment	Special Consideration
Application Submitted	Prior to assessment – at least 2 weeks in advance	Within 5 working days after affected assessment
Supporting Evidence	Medical, psychological, or educational report	Medical certificate, police report, or death certificate
Form Used	Appendix A	Appendix B
Assessment Panel Review	Quality Lead, Assessor, and Centre Manager	Quality Lead and Exams Officer
Outcome Timeline	Within 7 working days	Within 10 working days
Communication	Decision shared via email	Decision shared via email



8. Types of Reasonable Adjustments Offered

- Extra time (up to 25%)
- Use of a reader or scribe
- Assessment papers in large print or braille
- Use of assistive technology
- Modified language for instruction (not altering academic level)
- Extension of deadlines (if pre-approved)

Note: Adjustments are made only when they do not compromise learning outcomes.

9. Confidentiality & Record Keeping

- All requests are treated confidentially and shared only with relevant personnel.
- Records of applications and outcomes are kept for 3 years and made available to OTHM upon request.
- The DPO ensures compliance with data protection laws.

10. Monitoring & Review

- Policy is reviewed annually by the Academic Board.
- Reports on adjustments and considerations are included in Internal Quality Assurance (IQA) reviews.
- Feedback is obtained from learners and assessors to improve fairness.



Appendix A – Reasonable Adjustment Request Form

Field	Entry
Learner Name	_____
Qualification Title	_____
Assessment Name	_____
Nature of Need	<input type="checkbox"/> Physical <input type="checkbox"/> Visual <input type="checkbox"/> Hearing <input type="checkbox"/> Learning Difficulty <input type="checkbox"/> Mental Health <input type="checkbox"/> Other
Description of Impact	
Type of Adjustment Requested	_____
Supporting Documents Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Submitted to (Name/Role)	_____
Date	_____
Learner Signature:	_____
Received by (QA Officer):	_____



Appendix B – Special Consideration Application Form

Field Entry

Learner Name _____

Qualification / Unit _____

Date & Name of
Assessment _____

Description of Issue

Date of Incident _____

Evidence Provided Medical Police Report Technical Log Death
Certificate Other

Support Requested _____

Submitted within 5
working days? Yes No (please explain reason for delay)

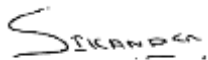
Learner Signature: _____

Received by (Exams Officer): _____

Decision Date: _____

Contact Domino Institute

For academic, technical, or support-related inquiries, contact us at:



Email: **Signed:**

Director, Domino Institute of Professional Studies



**Domino Institute Of
Professional Studies**

info@dominoenglish.pk

