



International College Portsmouth Disability Policy Version 0.2

International College Portsmouth is fully committed to a policy of equal opportunities for disabled staff and students and aims to create an environment allowing students to fully demonstrate their potential.

A person has a disability if he or she has a physical or mental impairment that has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities (Equality Act 2010).

1.0 Admissions

Applications from candidates with disabilities will be assessed on the basis of academic suitability for the course in question but will also be subject to the ability of the applicant to meet any professional practitioner requirements.

If ICP are unable to meet your additional needs, or can only do so by compromising the learning experience which would disadvantage the applicant, we will endeavour to inform you as soon as possible.

Do you need to declare your disability?

If you do not disclose your disability at admission, ICP will not be aware of any additional support or needs you may have and thus no additional support will be provided to you upon arrival.

We actively encourage you to disclose your disability as early as possible so that we can discuss your support requirements and ensure that we are able to provide adequate support.

If you do not disclose your disability until after you have registered with the College, ICP will seek to support you to the best of its ability but cannot make any guarantees on meeting your additional needs.

Do you need to provide evidence of your disability?

If you need to access any adjustments to teaching and assessment practices such as extra time in exams, you will need you to provide documentary evidence to confirm the impact of your disability to our admissions team. It is your responsibility to provide the appropriate evidence and to ensure that it is current and up to date, normally within a year of your application to ICP.

What evidence can you use?

Physical, sensory, mental health, and other medical conditions

In most cases a letter from an appropriately qualified medical practitioner confirming your disability and the nature of the difficulties it presents you with will be sufficient.

Specific Learning Difficulties and other cognitive impairments:

Evidence requirements are more specific and rigorous. Essentially you will need to be assessed after your 16th birthday using tests designed for use with adults as opposed to children. The assessment will need to contain an assessment of your underlying cognitive ability as well as any areas of difficulty such as literacy and will need to be carried out by an appropriately qualified professional tutor or psychologist.



2.0 Teaching and Learning

A key role ICP has, is to prepare you for the University and studying in Higher Education. One of the key differences you may find between ICP and School/College is the independent learning culture in place within higher education. This culture applies to disabled and non-disabled students alike.

Reasonable adjustments are intended to minimise, as far as is reasonably possible, any adverse impacts a disability or disabilities might have on your capacity to access the teaching aspects of ICP and typical examples would include:

- Access to course materials in alternative formats
- Class allocation based on accessibility
- Equipment loans of assistive hardware
- Assistive software
- Library support
- Tutorial and additional study skills

3.0 Examination and Assessment Procedures

Extensions to deadlines can be accommodated where necessary but this will be for relatively exceptional cases through a structural adjustment such as a reduced overall pace of study or alternative modes of assessment that is pre-planned, agreed and put in place from the outset.

A general option to seek extensions on an ad hoc basis is not available as it can lead to a cumulative and ultimately unmanageable backlog of unfinished work as the course proceeds and also completely undermines the necessary development of a systematic study habit. The Student Services team are on hand to support you with time management skills.

However, if you do experience an unforeseen worsening of your condition that does affect your ability to complete work on time or sit an assessment then you are eligible for consideration under Extenuating Circumstances rules, in the same way as all students who fall unexpectedly ill while at ICP.

The exact nature of any reasonable adjustments shall be determined by the specific needs of the student, but may involve adjustments to:

a) Process of timed assessments - such as the provision of additional time, rest breaks, assessment in separate rooms, alternative formats, the appointment of a reader, scribe or amanuensis and use of word processing packages and assistive technology.

b) Nature of all assessments – such as the substitution of an alternative assessment method where the maintenance of the existing method will place the student at a substantial disadvantage and such substitution will not compromise the rigour and comparability of the assessment.



4.0 University of Portsmouth

As well as making an application to study with ICP, you are also applying to study with the University of Portsmouth. As such, ICP will liaise with the University to ensure that the relevant support required can be provided when you transfer to the University. Dependent upon the individual case will depend upon whether this is addressed at admission stage or transfer to the University. For more information, please see <http://www.port.ac.uk/additional-support-and-disability-advice-centre/>.

5.0 Advice and Support

At ICP, our Student Services Team are here to support students with all matters that may impact the quality of the student experience for all potential and existing disabled students.

- Discussion and agreement on appropriate reasonable adjustments with our Student Services Team; who seek guidance where necessary.
- Any examination or assessment concessions.
- Arranging liaison with the ASDAC team at the University, pending your progression.
- Any alterations to teaching methods, where appropriate.
- Support managing assessment load and time management skills.

6.0 Additional Information

Please note that Disabled Students' Allowance (DSA) is only available to students who are ordinarily resident in the UK. For more information, please see <https://www.gov.uk/disabled-students-allowances-dsas/overview>.