

Document Name and Version	5.6b Reasonable Accommodations Procedure
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Policies that Interact with Policy 5.6	<p>Procedure 5.6a Reasonable Accommodation Policy Policy 3.7 Extenuating Circumstances (Formerly Mitigating Circumstances)</p> <p>Policy 5.1 Policy and Procedure: Examinations Board Regulations. Policy 5.2 Assessment Regulations Policy 5.3 External Examiner Policy Policy 5.4 Moderation of Assessment Material and Results Policy 5.5 Learner Information Provision and Feedback in Assessment. Policy 5.7 Examination Results: Review, Recheck and Appeal</p>
Approval Body	Academic Council
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Date of Review	2028
Revisions	

Reasonable Accommodation Procedure Section 1 - INTRODUCTION

Purpose and Parent Policy

(1) This procedure outlines the steps by which students with a disability or a long-term illness may apply to have a provision made in respect to their effort in assessment tasks or requirements of their programme. This procedure implements the **Reasonable Accommodation Policy (Policy #5.6a)** and the **Access, Transfer and Progression Policy (Policy #1.3)**.

Responsibilities

Student Responsibilities

(2) The student is responsible for applying for Reasonable Accommodation. The College cannot be expected to offer reasonable accommodations without notification from the student.

(3) The student is responsible for providing verifiable evidence of their disability or long-term illness.

(4) The student is responsible for informing Assessors, Tutors or Supervisors of any reasonable accommodation granted.

Staff Responsibilities

(5) The College Registrar is responsible for implementing this procedure in consultation with the relevant Programme Director or nominee.

(6) The Student Support Lead is responsible for supporting students who disclose a disability or long-term illness throughout the reasonable accommodation application process and to keep in contact throughout the period of study to ensure levels of support are maintained. The Student Support Officer is also responsible for encouraging positive changes with regard to accessibility/universal design in learning.

(7) Staff are responsible for proper treatment of students' sensitive personal data.

Faculty Responsibilities

(8) The Programme Director or Module Leader, or their nominee(s), are responsible for consulting with the College Registrar about a student's application for reasonable accommodation.

(9) The Academic Council is responsible for overarching implementation of the Access, Transfer and Progression Policy, which ensures inclusivity and equality of opportunity to all students with a disability or long-term illness.

Section 2 - PROCEDURE FOR REASONABLE ACCOMMODATION

Accessing Information on Reasonable Accommodation

(10) Prospective Students and applicants with a disability or long-term illness are advised to contact the Admissions Lead or the Student Support Lead to discuss their personal situation with a view to the College implementing appropriate strategies and resources to accommodate their needs.

(11) They will be advised of any relevant arrangements to be made to facilitate their application and completion of the admissions process.

Application

(12) Students and applicants who want reasonable accommodation for assessment or other programme requirements apply in writing to the Student Support Lead using the Reasonable Accommodation Application Form (Appendix 1).

(13) The application specifies:

- a. Details of their disability or long-term illness
- b. The likely material impact on their demonstration of their achievement of learning outcomes
- c. The provisions they are requesting in respect to reasonable accommodation

(14) The application must be accompanied by verifiable, independent evidence of their disability or long-term illness and the likely material impacts thereof, certified by a competent medical professional in accordance with the **Reasonable Accommodation Policy (Policy # 5.6a)**.

Timing of an Application

(15) Normally, a student must apply for reasonable accommodation at the point:

- a. Of application to the College
- b. Where the disability or long-term illness arises
- c. Where the impact of a disability or long-term illness escalates to the point where a student feels a reasonable accommodation is required

(16) The College recognises that there can be occasions when a disability or long-term illness is not disclosed at the point of application or registration. In such instances, students should advise the Student Support Lead or the Registrar of their circumstances at the earliest opportunity.

(17) Where a disability or long-term illness has not been disclosed at the point of application or registration, the College cannot guarantee to provide all necessary resources and supports but will seek to provide reasonable accommodations after the application has been made.

Assessment

(18) The College Registrar arranges the review of the application of each student who has disclosed a disability or long-term illness at the point of admission and notifies the Student Support Officer of the names of students requiring assessment.

(19) The Student Support Officer arranges a joint assessment of reasonable accommodation applications by the College Registrar and Programme Director/Leader.

(20) The Programme Director/Leader, in consultation with the Head of School, will decide if a reasonable accommodation is merited based on the evidence provided and, where relevant, identify if there are means by which the College can meet the accommodations identified to ensure that all teaching, learning and assessment requirements are fairly carried out.

(21) Where a student has disclosed a disability/long-term illness but has not requested any reasonable accommodations, the Student Support Officer will meet with the student (in person or online/telephone) to confirm that the student has no need for any accommodation and to provide any relevant support information.

Outcomes

(22) The outcome of the application is decided by the Programme Director/Leader in consultation with the College Registrar, considering any recommendation of the Student Support Lead.

(23) Outcomes are decided case-by-case on a basis of:

- a. Consultation with the student and any relevant competent professionals
- b. Consideration of the evidence supplied

(24) When an outcome has been decided, the Registrar will respond to the student's application in writing, specifying:

- a. The outcome of the application
- b. Any reasonable accommodations that are to be granted

(25) The Student Support Officer liaises with other departments to put agreed supports and accommodations in place, such as the Assessment and Awards Office.

Right of Appeal

(26) The student may appeal the decision using the **Appeals Policy (Policy # 3.4)**.

Appendix 1

Read this form carefully, then complete sections 1 and 2 and submit it by email along with any supporting evidence to the student support lead via studentservices@icp.ie.

Applicants must provide verifiable evidence of their disability, long-term illness or specific learning need (for example, a medical cert or evaluation by a competent professional). The type of evidence and the age of the report should follow [DARE guidelines](#).

THIS FORM WILL BE COMPLETED AND RETURNED TO YOU AS NOTIFICATION OF THE OUTCOME OF YOUR APPLICATION FOR REASONABLE ACCOMMODATION

Reasonable Accommodation Application Form

1. Student Information and Declarations (completed by the student)

1.1 Student Details

Name	Click or tap here to enter text.
Student Number	Click or tap here to enter text.
Programme	Click or tap here to enter text.
Programme Cohort	Click or tap here to enter text.

1.2 Checklist and Declaration

Note: Do not submit this application until you have completed this checklist and signed below.

Statement	Tick
I have read and understood the Policy and the associated Procedure for Reasonable Accommodation before completing Section 2 below. For any clarifications, contact the Student Support Officer.	<input type="checkbox"/>
I have included verifiable evidence in support of my application.	<input type="checkbox"/>
I understand that my personal information will be held electronically for the duration of the programme plus one year per the college retention schedule.	<input type="checkbox"/>
I have completed this form to the best of my knowledge and included all relevant information.	<input type="checkbox"/>
I confirm the information provided is accurate per my knowledge.	<input type="checkbox"/>
Dated	Click or tap to enter a date.

1.3 Consent and Disclosure:

IICP will ensure that the personal data you have provided will only be used for the purpose of supporting your disability, long-term illness or specific learning need.

Disclosure to Personnel

The Student Support Lead will inform the appropriate personnel only of the relevant details in order to facilitate the required supports.		
Personnel	Type of Disclosure	Tick
Registrar	Application for Reasonable Accommodation in full	<input type="checkbox"/>
Head of Student Affairs and Student Support officer	Application for Reasonable Accommodation in full	<input type="checkbox"/>
Academic Lead	Application for Reasonable Accommodation in full	<input type="checkbox"/>
Assessment and Awards Office	Name, student number, exam accommodations	<input type="checkbox"/>
Faculty and/or staff with direct responsibility for placement	Name, student number, support accommodations	<input type="checkbox"/>
Adjunct Faculty	Name, student number, support accommodations	<input type="checkbox"/>

Faculty and/or staff with direct responsibility for research	Name, student number, support accommodations	<input type="checkbox"/>
Research Supervisor	Name, student number, support accommodations	<input type="checkbox"/>
Programme Administrator	Name, student number, reasonable accommodations	<input type="checkbox"/>
I consent to my personal information being forwarded by the Student Support Officer to the relevant personnel as outlined above (please tick all sections to confirm).		<input type="checkbox"/>
Dated	Click or tap to enter a date.	

1.4 Disclosure to Third Parties

The Student Support Lead will inform appropriate third parties only of the relevant details in order to facilitate the required support and/or where there is a duty of care to both the student and vulnerable persons they may come into contact with.

Personnel	Type of Disclosure	Tick
Third parties involved in the management of students on placement e.g. School Principal on Teaching Practice, clinical placement supervisors, workplace supervisors	Name, student number and the specific nature of the disability, long-term illness or specific learning need where there is a duty of care to protect the student and/or vulnerable persons in their care.	<input type="checkbox"/>
I consent to my personal information being forwarded by the Student Support Officer to the relevant third parties as outlined above (please tick all sections to confirm).		<input type="checkbox"/>
Dated	Click or tap to enter a date.	

2. Application Information

2.1 Details of Disability / Medical Condition /Specific Learning Need

Please describe the disability / medical condition / specific learning need

Click or tap here to enter text.

Please outline the impact this disability / medical condition /specific learning need has had in your previous educational and/or workplace experience and details of supports you received to help you overcome these:

Click or tap here to enter text.

What specific supports or accommodation do you require?

Click or tap here to enter text.

2.2 Evidence

Note: Remember that the college will not consider applications for Reasonable Accommodation that are not supported by verifiable evidence.

Summarise the evidence you have in support of your application, which may be appended to your application.
Click or tap here to enter text.

3. Determinations (completed by the College)

3.1 Validation

Question	Yes/No
Are the student's circumstances supported by evidence?	Choose an item.
Are the student's circumstances sufficient to merit Reasonable Accommodation?	Choose an item.
Are there cost implications (i.e. Assistive Technology)	Choose an item.

3.2 Decision of the College

Details of Reasonable Accommodations Granted	
Disclosure to Third Parties	Yes/No
Due to the specific nature of the student's disability, long-term illness or specific learning need, there is a duty of care to inform appropriate third parties.	Choose an item.
Teaching and Learning:	Yes/No
Details Click or tap here to enter text.	
Examination Accommodations:	Yes/No
Details Click or tap here to enter text.	
Other Supports:	Yes/No
Details Click or tap here to enter text.	

4. Signatures:

Personnel	Name	Approved (Yes/No)	Date
Programme Director/ Lead or Nominee	Click or tap here to enter text.	Choose an item.	Click or tap to enter a date.
Registrar	Click or tap here to enter text.	Choose an item.	Click or tap to enter a date.
Student Support Officer	Click or tap here to enter text.	Choose an item.	Click or tap to enter a date.