



### Procedure on Reasonable Accommodation in Assessment

Policy  Procedure  Protocol  Guideline

**Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)**

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## **1.0 Purpose**

The purpose of this procedure is to identify the process for reasonable accommodation to ensure learner with disabilities are facilitated to demonstrate their knowledge in examinations and assessments on an equal basis to their peers and are not disadvantaged by reason of having a disability.

## **2.0 Procedure**

### **2.1 Application for Reasonable Accommodation**

- 2.1.1 Applicants can access reasonable accommodation information for programmes of education using the online platform.
- 2.1.2 All applications for reasonable accommodation will be received and considered in a fair, consistent, confidential, and timely manner. Learners will be advised that sharing of information will be undertaken with those involved in the implementation of reasonable accommodation outcomes and decision-making processes.
- 2.1.3 Learners who wish to apply for reasonable accommodation, can contact the Programme Coordinator and complete a Reasonable Accommodation Application Form, accessed on the online platform, upon commencement of the programme. Learners are advised to provide detail relating to their disability and attach supporting medical/evidence, where relevant.
- 2.1.4 Completed request forms and supporting documentation are submitted to the Programme Coordinator. Where a learner has undergone a previous assessment during their third level education, a copy of this needs assessment, identifying finding(s) and recommendations should accompany the request form.
- 2.1.5 On receipt of the completed request form and supporting documentation, the Programme Coordinator reviews the application and may contact the learner for further information and clarification.
- 2.1.6 The Programme Coordinator may, if necessary, schedule a meeting with the learner to further discuss their application for reasonable accommodation.
- 2.1.7 The Programme Coordinator liaises with the Director of the Centre to discuss learners request and agree reasonable accommodations.
- 2.1.8 The Programme Coordinator documents the outcome and maintains a record of all discussions.
- 2.1.9 The granting of reasonable accommodation is designed to ensure fairness to all learners without placing the integrity of examinations or assessments at risk.
- 2.1.10 The Programme Coordinator will notify the learner in writing of the outcome of the request and outline the agreed reasonable accommodation arrangements, within five working days of receipt of completed application request.
- 2.1.11 Where a request is not granted by the Centre, the rationale will be clearly outlined in writing to the learner, identifying any additional supporting documentation that may be required to support their request. Learners will be informed that they have the right to appeal the decision, in accordance the arrangements outlined in Policy on Assessment Appeals.

- 2.1.12 Each learner who is offered an accommodation is required to confirm their intention to accept the accommodation, in writing, to the Programme Coordinator.
- 2.1.13 All documentation relating to each learner's request for reasonable accommodation is securely stored in line with the Policy and Procedure on Security of Assessment.
- 2.1.14 If a learner does not avail of reasonable accommodations agreed and provided, they will undertake the assessment and examinations under the same conditions as their colleagues.

## 2.2 Reasonable Accommodation Arrangements

- 2.2.1 Requests for reasonable accommodation will be determined on a case by case basis, and may include one or more of the following arrangements:
- **Alternative Examination Venue & Invigilator:** Learners offered an alternative venue will be accommodated in a separate room to the main examinations room which may or may not be shared with other learners who have also received reasonable accommodations.
  - **Supervised Rest Breaks:** Learners offered rest breaks, usually 10 minutes per hour, during examinations will be facilitated. Learners may remain in the examination room or leave the room, if supervised. The invigilator will ensure the security of the examination script and will not be accessible to the learner during this time.
  - **Reader:** Learners offered a reader whose purpose is to read the examination instructions and examination questions only. The reader may also act as the invigilator.
  - **Food or Drink:** Learners with medical conditions may be accommodated to take food and/drinks with them into the examination room. Learners will be advised to show due consideration to other learners in the examination room.
  - **Examination Papers in Alternative Formats:** Learners who have difficulty reading examination papers may require different colour backgrounds for onscreen assessments or different coloured paper for paper-based assessments.
  - **Use of Assisted Technology:** Technology such as screen reading, or voice activated software may be provided to learners whose ability to write is impacted significantly by their disability/condition.
  - **Additional Time in Examinations:** Learners whose disability/condition may impact on their examination performance may be offered extra time of 10 minutes per hour.

## 3.0 Document Control

Document Title	<b>Procedure on Reasonable Accommodation in Assessment</b>	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
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	V.1.0	04/11/2022

Policy Review	November 2025
Supporting Documentation	<ul style="list-style-type: none"> <li>• European Association for Quality Assurance in Higher Education (ENQA). (2015). <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)</i> [online]. Available from: <a href="https://www.engq.eu/wp-content/uploads/2015/11/ESG_2015.pdf">https://www.engq.eu/wp-content/uploads/2015/11/ESG_2015.pdf</a> [accessed 22 April 2022].</li> <li>• Nursing and Midwifery Board of Ireland (NMBI). (2015). <i>Post Registration Nursing and Midwifery Programme: Standards and Requirements</i> [online]. Available from: <a href="https://www.nmbi.ie/NMBI/media/NMBI/Post-registration-nursing-midwifery-programmes.pdf?ext=.pdf">https://www.nmbi.ie/NMBI/media/NMBI/Post-registration-nursing-midwifery-programmes.pdf?ext=.pdf</a> [accessed 23 January 2022].</li> <li>• Quality and Qualifications Ireland (QQI). (2013). <i>Quality Assuring Assessment Guidelines for Providers Revised 2013</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/2021-10/quality-assuring-assessment-guidelines-for-providers-revised-2013.pdf">https://www.qqi.ie/sites/default/files/2021-10/quality-assuring-assessment-guidelines-for-providers-revised-2013.pdf</a> [accessed 30 January 2022].</li> </ul>
Related Policies & Procedures	<ul style="list-style-type: none"> <li>• <a href="#">Policy on Assessment of Learners</a> [PDF, 8 Pages]</li> <li>• <a href="#">Policy on Reasonable Accommodation in Assessment</a> [PDF, 5 Pages]</li> <li>• <a href="#">Procedure on Assessment of Learners</a> [PDF, 7 Pages]</li> <li>• <a href="#">Policy on Submission of Assessment</a> [PDF, 4 Pages]</li> <li>• <a href="#">Procedure on Submission of Assessment</a> [PDF, 5 Pages]</li> <li>• <a href="#">Policy on Security of Assessment</a> [PDF, 4 Pages]</li> <li>• <a href="#">Procedure on Security of Assessment</a> [PDF, 8 Pages]</li> <li>• <a href="#">Procedure on Regulations for the Conduct of Written Examinations</a> [PDF, 8 Pages]</li> <li>• <a href="#">Policy on Grading and Certification of Learner Assessment</a> [PDF, 6 Pages]</li> <li>• <a href="#">Procedure on Grading and Certification of Learner Assessment</a> [PDF, 8 Pages]</li> <li>• <a href="#">Policy on Internal Verification as part of the Authentication Process (FET)</a> [PDF, 6 Pages]</li> <li>• <a href="#">Procedure for Internal Verification as part of the Authentication Process (FET)</a> [PDF, 4 Pages]</li> <li>• <a href="#">Policy on External Authentication (FET)</a> [PDF, 6 Pages]</li> <li>• <a href="#">Procedure on External Authentication (FET)</a> [PDF, 4 Pages]</li> <li>• <a href="#">Policy and Procedure on Board of Examiners: Results Approval Panel</a> [PDF, 6 Pages]</li> <li>• <a href="#">Policy on External Examination (HET)</a> [PDF, 9 Pages]</li> <li>• <a href="#">Procedure on the Process of Board of Examiners Meetings for QQI HET Validated Programmes</a> [PDF, 8 Pages]</li> <li>• <a href="#">Policy on Assessment Appeals</a> [PDF, 7 Pages]</li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="#">Procedure on Review, Recheck and Appeal of Learner Assessment Decisions</a> [PDF, 6 Pages]</li> <li>• <a href="#">Policy on Promoting and Maintaining Academic Integrity</a> [PDF, 7 Pages]</li> <li>• <a href="#">Procedure on Promotion of Academic Integrity among Learners</a> [PDF, 5 Pages]</li> </ul>
Related Resources	<ul style="list-style-type: none"> <li>• Learner Code of Conduct</li> <li>• Learner Programme Handbook</li> <li>• Reasonable Accommodation Application Form</li> <li>• Assessment Schedule</li> </ul>