

## Additional Examination Arrangements (AEA) Policy

**Document reference:** LAAT-GOV-POL-AEA-001

**Department / Function:** Academic Quality & Standards

**Owner:** Dean, Dr Manoj Ponugubati

**Oversight committee:** Academic Board

**Approving body:** Academic Board (recommended) / Board of Governors (final approval)

**Status:** Draft

**Date approved:** To Be Included

**Review date:** Every 2 years from the approval date

**Supersedes:** None

### Regularity Alignment with Office for Students (OfS) Conditions

The Additional Examination Arrangements (AEA) Policy forms part of the London Academy for Applied Technology's (LAAT) assessment, inclusivity, and regulatory compliance framework. The policy establishes arrangements to identify, assess, and implement reasonable adjustments for students requiring support during examinations.

It aligns with **OfS Condition E2 (Management and Governance)** by ensuring that examination adjustments are systematically managed and monitored. It also supports **OfS Condition B2 (Resources, Support and Student Engagement)** by ensuring that students receive equitable access to assessments.

Through this policy, LAAT demonstrates its commitment to **inclusive assessment, academic integrity, and student wellbeing**.

### Terms of Reference

#### 1. Purpose

The purpose of this policy is to ensure that students with disabilities, medical conditions, or other extenuating circumstances have **equitable access** to examinations through Additional Examination Arrangements (AEA).

The policy sets out a **clear, proportionate, and student-focused approach** to providing reasonable adjustments while maintaining assessment standards and academic integrity.

It aims to:

- Support students in achieving their full academic potential.
- Ensure fair and consistent implementation of adjustments across all assessments.

- Guide staff in fulfilling their responsibilities regarding accessibility and compliance.

## 2. Scope

### **Institutional Scope:**

- All LAAT campuses
- Online and distance learning environments

### **Individuals Covered:**

- Students (all levels and modes of study)
- Academic and professional services staff
- Examinations and assessment personnel

### **Activity Scope:**

- Summative examinations
- In-class assessments where formal arrangements apply
- Online and remote assessment platforms

## 3. Definitions

- **Additional Examination Arrangements (AEA):** Adjustments to standard assessment conditions to support students with documented needs.
- **Reasonable Adjustments:** Modifications that allow equitable participation without altering the academic standard of the assessment.
- **Extenuating Circumstances:** Situations outside the control of the student that may adversely affect examination performance (e.g., illness, bereavement).
- **Assistive Technology:** Software or devices enabling students to complete assessments (e.g., screen readers, speech-to-text tools).

## 4. Principles

- **Equity:** All eligible students receive fair consideration.
- **Proportionality:** Adjustments are tailored to need without compromising assessment standards.
- **Confidentiality:** Student information is protected in line with GDPR.
- **Compliance:** Alignment with OfS conditions, Equality Act 2010, and best practice guidance.
- **Transparency:** Clear communication of processes to students and staff.

## 5. Policy Statement

LAAT recognises its responsibility to ensure **equitable access to assessments** for students with additional needs.

The Governing Body receives assurance that:

- Evidence-based assessment of AEA requests is undertaken.
- Policies and procedures for AEA are clearly defined and implemented.
- Staff are appropriately trained to manage AEA requests.
- Effective governance and oversight are maintained.
- Partnership arrangements and compliance with OfS conditions are upheld.

## 6. Governance, Committees and Terms of Reference

### 6.1 Governance and Oversight

#### **Governing Body:**

- Approves the AEA Policy
- Reviews annual reports on AEA requests and compliance
- Ensures alignment with regulatory requirements

#### **Executive Oversight:**

- Director of Academic Affairs / Examinations Office is accountable for AEA implementation and compliance.

### 6.2 Oversight Committee – Terms of Reference

In relation to this policy, the Oversight Committee will:

1. Approve and periodically review the policy.
2. Monitor evidence of policy effectiveness (annual reports, KPIs, audits, student feedback).
3. Ensure compliance with OfS conditions, legislation, and institutional regulations.
4. Recommend improvements to strengthen implementation and student experience.
5. Report annually to the Board of Governors / SMT on key issues and trends related to AEA.

## 7. Standard Operating Procedure (SOP) – Overview

#### **Application Submission:**

- Students submit AEA requests with supporting documentation **4–6 weeks prior** to exams.

#### **Assessment and Verification:**

- Examinations Office reviews documentation in consultation with Disability Support / Student Services.

#### **Decision Pathway:**

- Approved arrangements implemented (extra time, rest breaks, alternative formats, assistive technology, separate rooms, scribe/reader support).
- Partial approval or alternative arrangements may be recommended.
- Appeals handled by Director of Academic Affairs within 10 working days.

**Record Keeping:**

- All AEA records stored securely and GDPR compliant.

## 9. Regulatory, Partner and Legal Alignment

- Equality Act 2010
- OfS Regulatory Framework (E2, B2)
- Higher Education and Research Act 2017
- Data Protection Act 2018
- Human Rights Act 1998
- JCQ Guidelines on Access Arrangements

## 10. Responsible People / Roles include

- **Dean (policy owner): Dr Manoj Ponugubati**  
Oversees AEA policy implementation and compliance
- **Governance Lead: Dr Abul Hossain**  
Regulatory compliance and policy alignment
- **Student Support and Wellbeing Lead: To be appointed**  
Supports student applications, documentation, and guidance
- **Examination Officer: To be appointed**  
Operational implementation of approved AEA

**List of people and contact email**

Role	Name	Contact Email
Dean	Dr Manoj Ponugubati	<a href="mailto:manoj@laat.ac.uk">manoj@laat.ac.uk</a>
Governance Lead	Dr Abul Hossain	<a href="mailto:mdabul.hossain@laat.ac.uk">mdabul.hossain@laat.ac.uk</a>
Student Support / Wellbeing Lead	To be appointed	[To be inserted]
Examinations Officer	[To be appointed]	[To be inserted]

## 11. List of Document

- Student Handbook
- Assessment and Examinations Policy
- Disability and Inclusion Policy

- Equality, Diversity and Inclusion Policy
- Data Protection and GDPR Policy

## 12. Evidence

- AEA requests and documentation
- Approval Records
- Staffing Training records
- Appeal records

### Mapping table for the evidence items related to OfS conditions

<b>Evidence Item</b>	<b>Purpose / What it Demonstrates</b>	<b>Relevant OfS Condition</b>
AEA requests and documentation	Demonstrates systematic identification and management of student needs	Condition E2 – Management and Governance
Approval records	Shows adjustments are assessed and implemented fairly	Condition B2 – Resources, Support and Student Engagement
Staff training records	Demonstrates staff are trained in implementing AEA	Condition B2 – Resources, Support and Student Engagement
Appeals records	Shows independent review and fairness in decisions	Condition E2 – Management and Governance