

Policy on Special Arrangements for Assessments

London Campus

Document title: Policy on Special Arrangements for Assessments	
Owner: UK Director of Student and Academic Services; ESCP Wellbeing Team	
Approving body: Academic Standards and Quality Committee	Date of approval: August 2026
Version: 1.1	Next review date: August 2027
Supersedes: 1.0	Previous review dates: September 2025

Contents

Policy on Special Arrangements for Assessments London Campus	1
1. The Aim and Purpose of the Policy	3
1.1 Policy Purpose	3
1.2 Commitment	3
1.3 Practice	3
1.4 Compliance	3
2. Scope of the Policy	3
2.1 Recipients of special arrangements	3
2.2 The definition of the term “special arrangements” and its practical meaning	4
2.3 Examples of special arrangements for specific conditions	4
3. Process for requesting Special Arrangements	5
3.1 Application Process	5
3.2 Eligibility	5
3.3 Supporting Evidence	5
3.4 Deadlines	5
3.5 Implementation	5
3.6 False Claims	5
4. Responsibility of all parties involved	6
4.1 Students	6
4.2 ESCP Wellbeing Team	6
4.3 Programme Teams	6
5. Monitoring, Confidentiality and Review	6
5.1 Monitoring	6
5.2 Confidentiality	6
5.3 Review	6

1. The Aim and Purpose of the Policy

1.1 Policy Purpose

This policy ensures ESCP provides equitable support for students with Specific Learning Difficulties, Mental Health Conditions, and Medical or Physical Disabilities.

1.2 Commitment

All students have the right to a safe, inclusive environment that supports their academic and personal growth.

1.3 Practice

Support and accommodations are tailored to individual needs, recognising equity as essential for academic success. Students are encouraged to request assistance and use available tools to perform at their best.

1.4 Compliance

The policy aligns with the Equality Act 2010 and applies to all registered students, including those on leave, awaiting results, or recently graduated.

2. Scope of the Policy

2.1 Recipients of special arrangements

This policy has been created for all current students of ESCP Business School, who have been assessed and diagnosed by a registered medical professional, mental health professional or Educational Psychologist as defined under the Equality Act 2010.

This pertains to people with:

- Neurological disabilities or Neurodivergent conditions (Autism, ADD, ADHD, Epilepsy and Cerebral Palsy).
- Specific learning difficulties such as Dyslexia, Dysgraphia, Dyspraxia and Dyscalculia etc.
- All medical conditions that impact the cardiovascular system and other bodily systems inhibiting or limiting academic performance.
- Physical disabilities of which impact one's mobility.
- Mental Health conditions or illnesses such as Depression or Anxiety Disorders etc.
- On-going or fluctuating medical conditions including unforeseen medical circumstances
- Temporary conditions (such as broken limbs)
- Pregnancy related health conditions

This list is non-exhaustive but reflects the most frequent cases where special arrangements may be considered. Please note that if you experience sudden health issues and your condition is not long-term, these will be addressed under the [Mitigating Circumstances Policy](#), and you shall file a claim for Mitigating Circumstances.

2.2 The definition of the term “special arrangements” and its practical meaning.

The term “special arrangements” used in this document is understood as any additional means implemented to support students with health or mental health difficulties mentioned above (2.1) in their academic matters at ESCP London campus. This is to ensure that all students with these cognitive, physical or emotional difficulties will be provided with the tools and adequate support that will allow them to be on equal footing with other students and have the best possible chance of succeeding academically.

Special arrangements include, amongst others:

- Extra time
- The use of a separate room
- Use of a school laptop
- Not to be marked down for spelling errors, punctuation or grammar
- Changing the size of the font of the text
- Allowing mobility during exams or the use of the restroom with compensatory time added at the end of the assessment

The above list is not exhaustive.

2.3 Examples of special arrangements for specific conditions

ADD/ADHD – Extra time, use of a school laptop, noise-cancelling headphones or use of a separate room.

Dyslexia and Dysgraphia – Extra time, use of a laptop, not to be marked down for spelling errors, grammar or punctuation.

Dyscalculia – Extra time, the use of formula sheets and the use of calculators where necessary.

Hand/Wrist/Arm issues - Use of a laptop and use of compression gloves

Digestive/kidney/urinary tract and mobility conditions – Compensatory time, breaks when required and the use of the restrooms

This is not an exhaustive list, and other conditions and requirements will be considered.

The special arrangements provided to the students can be applied to all forms of assessment, including class quizzes, presentations, exams and any other type of assessment which involves a graded outcome.

3. Process for requesting Special Arrangements

3.1 Application Process

Students requiring special arrangements for assessments, including classes, quizzes and examinations, must complete a Medical Questionnaire before the start of their course. The questionnaire is sent to the student by the Disability Officer at ESCP Paris. The ESCP London Wellbeing Team will be informed and consulted where necessary, including where clarification of special arrangements is required or in relation to student appeals or claims.

3.2 Eligibility

Requests must be supported by medical evidence confirming a diagnosed condition or temporary limitation. Arrangements are based on recommendations from a qualified specialist, adjusted on a case-by-case basis.

3.3 Supporting Evidence

Evidence may include a doctor's letter or diagnostic report (e.g. for dyslexia). Students upload documents via the questionnaire or later email updates to wellbeinguk@escp.eu

Evidence must be dated within two years, except for specific learning differences, which may be older if the diagnosis is clear.

3.4 Deadlines

Applications must be submitted in accordance with the timeline set by the Disability Officer at ESCP Paris. Late submissions will not be applied in the current term.

3.5 Implementation

The Programme Offices and Wellbeing Team in London receive a list of students eligible for special arrangements from the Disability Officer at ESCP Paris and implement the approved arrangements accordingly.

3.6 False Claims

Submitting falsified evidence is treated as academic misconduct under the Student Code of Conduct and Disciplinary Procedure.

4. Responsibility of all parties involved

4.1 Students

All students requesting special arrangements are responsible for notifying the Disability Officer in ESCP Paris, selecting the appropriate diagnosed condition and uploading the relevant medical document in the 'special arrangements' section on the form, within the given time frame or by the deadline.

4.2 ESCP Wellbeing Team

The ESCP London Wellbeing Team is responsible for sharing the approved arrangements with programme teams and making sure the arrangements are implemented accordingly.

4.3 Programme Teams

Programme Teams are responsible for arranging the approved arrangements for all assessments.

5. Monitoring, Confidentiality and Review

5.1 Monitoring

In order to assess the effectiveness of this policy, as well as the procedure set out within it, statistical reports and documentation will be maintained. The medical evidence, information and record of the outcome will be processed in accordance with the School's Privacy Notice and Data Protection Policy.

5.2 Confidentiality

All documentation is confidential, and medical evidence provided by the student will only be handled by the Disability Officer in Paris and the ESCP Wellbeing Team and stored digitally on a password-protected laptop device. The respective programme teams will be informed of the special arrangements required for each individual student; however, the nature of the condition will be maintained only by the ESCP Wellbeing Team.

5.3 Review

The Quality Office is responsible for reviewing this policy and the procedure set out within it on an annual basis or more frequently as appropriate or necessary, for example, to take account of any changes to the law.