

---

# IDENTIFYING LEARNING NEEDS POLICY PROCEDURE

## 1. Policy

During the initial assessment and enrolment process, it is important to notify SMEAG English of any special enquiries and/or identifying special needs to ensure a resolution that allows the learners to have a fair treatment and equal opportunities as the others.

Some of the reasonable adjustment techniques in place include, but are not limited to:

- A separate room with a set of headphones for learners with hearing impairment;
- Opportunity to listen to the recordings twice for learners with hearing impairment;
- Learners with identified dyslexia and dysgraphia are given additional time to complete reading and writing tasks;
- Learners with stage fright or anxiety are given the possibility to deliver oral assignments face to face with teacher in a separate room.

## 2. Scope

SMEAG English students

Director of studies

Campus Manager

Teachers

## 3. Procedure

- Student must inform SMEAG English with SMEAG English application form by ticking the disability section.
- Submit medical certificate in English if it is required during the enrolment process.
- Admission will notify the DOS and Campus Manager for preparation of adjustment.
- DOS will prepare required adjustment
  - Extra set of headphones
  - Speakers and screens with subtitles
  - Pre notification for teacher for extra time in assessment or oral assignments.