



Policy on Religious Observance for Students

1. CLT International is committed to equality and diversity.
2. CLT International will make every effort to avoid timetabling assessments or other compulsory activities on religious days or festivals for those students whose commitment to the observance of their faith would otherwise cause them to miss the assessment or other activity. However, we are able to consider the needs of students only if their requirement for particular religious observance is mandatory, as agreed with the relevant faith chaplains; it is not possible to take account of casual preferences or of social or domestic reasons.
3. CLT International has fixed examination period dates for domestic programmes which are published in advance and tie in with other significant events in the year. Some programmes have their own exams and assessment periods, in addition to the standard examination period. It is not possible to change the set examination period in order to accommodate the full variety of religious observance practices.
4. This policy covers only aspects of religious observance that occur at times known in advance. Other aspects that are unforeseeable or unpreventable (such as the death of a close relative when specified forms of mourning are required) should be handled under the arrangements for considering mitigating circumstances. The Policy on Mitigating Circumstances can also be used in cases where the effects of strict religious observance (e.g. fainting during an examination, as a result of fasting) have a detrimental effect on a student's performance at an examination.
7. If students have mandatory religious requirements (confirmed by the relevant faith chaplains, as outlined in paragraph 2) that may affect their attendance at an examination arranged, they must complete the Reasonable Adjustments form obtainable from CLT International via email. (Note that the major Christian festivals occur during vacations and hence are avoided automatically by examination periods.) Students should then return the form to cltinternational@centlaw.com prior to your examination. This will be reviewed by the Reasonable Adjustments Committee, the student will be notified of the outcome within 14 days of submission.
8. CLT International will give consideration to applications from students whose mandatory religious observance would otherwise cause them to miss an examination, in cases where religious observance occurs over a restricted period. This may include making an alternative arrangement for the examination if the student gives adequate notice. However, if no reasonable alternative can be found, adjustments will not be possible. If that means that students have to miss the examination, they will be offered the opportunity to take it when the examination is next held and this would be classed as a resit/deferral. This may involve an interruption of a student's programme and an extension to their period of study.
10. Deadlines for handing in assessed work will not normally be extended to allow for religious observance, and students must therefore schedule their work accordingly.

Version control	
Author:	Clare Moss, Head of Operational Quality CLT International
Version:	1.0
Changes in this version:	New version
Reviewed and approved for publication by:	Julian Davies, Managing Director CLT International
Document status:	Approved July 2022
Update cycle:	CLT International will review and where necessary update this policy every 12 months. Next update May 2023.