

EXAMINATION & ASSESSMENT REGULATIONS: ADJUSTMENTS FOR DISABLED STUDENTS

1. Process

- 1.1.** A disabled person is legally defined as someone who has a physical or mental impairment which has a substantial, long term and adverse impact upon his or her ability to carry out day-to-day activities. Within the specific University context, 'day-to-day activities' are taken to include those normally encountered by a student accessing the learning, assessment and other services offered by the University.
- 1.2.** The Head of the Additional Support and Disability Advice Centre (ASDAC), in consultation with the Academic Registrar, is responsible for advising the Head of Department providing a module of any reasonable adjustments that should be made to ensure that a disabled student is able to undertake assessments without being placed at a substantial disadvantage in comparison to non-disabled students by virtue of her/his condition.
- 1.3.** Such advice will take account of any precedents and any formal assessments of additional needs known to ASDAC. The exact nature of any reasonable adjustments shall be determined by the specific needs of the student but may involve adjustments to:
 - a)** Process of timed assessments - such as the provision of additional time, rest breaks, assessment in separate rooms or outside University premises, alternative formats, the appointment of an Exam Support Provider and use of word processing packages and assistive technology.
 - b)** Nature of all assessments – such as the substitution of an alternative assessment method where the maintenance of the existing method will place the student at a substantial disadvantage and such substitution will not compromise the rigour and comparability of the assessment.
- 1.4.** When deciding upon the particular nature of the adjustment the views of the appropriate Module Assessment Board and Board of Examiners in matters relating to academic rigour and comparability will be taken into account.
- 1.5.** It is the responsibility of the student to notify the University of her/his condition in a timely fashion to ensure that the appropriate adjustment can be considered prior to assessment. Such notification must normally be substantiated by the provision of appropriate medical or other evidence to ASDAC before adjustments will be implemented.
- 1.6.** The exact nature of the adjustments arrived at will be agreed and confirmed with the student by ASDAC.
- 1.7.** Brief details of the adjustments made must be reported to the appropriate Module Assessment Board and Board of Examiners so that they can be formally noted.

2. Adjustments for Disabled Students - Exceptions

- 2.1. If the notification of a condition requiring consideration of a reasonable adjustment to the assessment method is delayed to such an extent that the Head of Department is unable to implement the adjustment in the time available, the student shall, if possible, undertake the assessment in the same way as other students and the Head of Department shall use the course management issues procedure to bring the matter to the attention of the Module Assessment Board. The outcome of these procedures will normally be that the student will be permitted to take the assessment as if for the first time when it is next available, and that date may be during the Referral period.
- 2.2. If the notification is timely but the evidence of a condition requiring consideration of a reasonable adjustment to the assessment method is not produced before the assessment takes place, regulation 2.i will normally apply, subject only to the following exception noted at 2.iii.
- 2.3. If, after consultation with ASDAC, the Head of Department is satisfied that the delay in the production of evidence is due to justifiable circumstances, adjustments may be made to the assessment as if the evidence had been made available in time. In such cases, evidence will still have to be produced and failure to do so may result in the initiation of formal disciplinary procedures.
- 2.4. Reasonable adjustments will not include extensions to submission dates for coursework unless such extension is considered in conjunction with an agreed structural adjustment to the normal course progression or duration. In cases of an unforeseen worsening of a known disability or related illness a student who is unable to meet a submission date for specific items of coursework may use the Extenuating Circumstances procedures.
- 2.5. Reasonable adjustments will not normally include any allowances at the marking stage for poor structure, expression, spelling, syntax or handwriting.
- 2.6. Use of word processing packages in examination does not extend to the use of a student's own computer.
- 2.7. Exceptionally the Head of Department may consider that reasonable adjustments to assessments to avoid placing a student at a substantial disadvantage cannot be made because:
 - a) There is only one reliable assessment method.
 - b) There are explicit assessment criteria, based on particular outcomes that are core to the subject.
- 2.8. In such cases the Head of Department must consult with the Head of ASDAC and the Academic Registrar and, if confirmed, consider the options of course transfer or withdrawal through discussion with the individual student concerned.

3. Adjustments for Disabled Students – Timed Assessments

- 3.1. If a student produces a written report of an assessment by a Chartered Educational Psychologist or appropriately qualified professional which confirms dyslexia or any non-specific reading or writing dysfunction covered by the definition of disability above, the Head of Department providing the module shall make the following allowance in all timed assessments of that student:

- a) An additional fifteen minutes for every hour of normal examination time. If required by the student, an invigilator will read out the rubric and the questions, particularly drawing attention to any choices and part questions. The individual student must determine the exact use of the additional time.
 - b) Time allowances granted for timed assessments will apply to all types of timed assessments including examinations, class tests and computerised assessments.
 - c) Other allowances can also be made, as can similar provision for other disabled students, but their provision will be subject to the procedures described in **2**.
- 3.2.** Separate rooms for candidates receiving additional time allowances must be provided for all formal examinations.
- 3.3.** For formal examinations, the additional time will normally be before the time the examination is scheduled to begin to allow the candidate to finish at the same time as other candidates.
- 3.4.** Where the required adjustment includes the appointment of an Exam Support Provider acting as either a scribe or a reader and scribe, the following procedures apply:
- a) The scribe should be able to write or type the dictated answers correctly. Practice sessions should be arranged prior to the assessment so that both the candidate and the Exam Support Provider can familiarise themselves with the process and ascertain that the scribe can readily understand the candidate.
 - b) The Exam Support Provider must be acceptable to the Head of Department. The candidate cannot choose or nominate an Exam Support Provider and the Exam Support Provider may not have any personal relationship with the candidate.
 - c) Arrangements for any rest periods relating to the use of an Exam Support Provider must be made prior to the assessment and the total time allowance should be adjusted accordingly.

Navigating this document

This extract comprises one element of the University's Examination and Assessment Regulations. The overarching Examination and Assessment Regulations document and index is available at [Examination and Assessment Regulations](#).

Links to useful information

[Additional Support and Disability Advice Centre Examinations](#)