

Additional requirements and adjustments in examinations for disabled students

Preamble:

The purpose of assessment is to determine the student's academic achievement or competence. Therefore examinations and assessments must be of a standard that all students are measured against.

The University of Huddersfield is committed to ensuring that students are encouraged, supported and enabled to achieve their full potential in their chosen area. As part of this commitment, the University of Huddersfield believes that reasonable adjustments should be made to ensure that disabled students are able to engage as fully as possible.

In order to make reasonable adjustments there also needs to be a degree of flexibility regarding the method of assessment as many disabled students can face substantial disadvantages in traditionally delivered examinations. In some cases this may mean making adjustments to the assessment practices within the University of Huddersfield so that all students have an equal opportunity to demonstrate their achievement or competence.

This policy is intended to cover formal examinations.

Policy:

The University of Huddersfield has a duty under the Equality Act 2010 to make reasonable adjustments so that disabled students are not placed at a disadvantage and to proactively anticipate the needs of disabled students in examination practices.

1. To be eligible for adjustment to the assessment, students must provide appropriate evidence. Students who have not supplied appropriate evidence are not entitled to any adjustments. This evidence should be passed on to the Disability Services and should be in the form of one or more of the following:
 - A written statement from a registered medical practitioner. (The statement should contain confirmation of the disability and the impact of the disability. A sick note does not constitute adequate evidence.)
 - A mental health practitioner's report
 - An up to date Educational Psychologist's assessment
 - A specialist practitioner's report
 - An assessment of need carried out by a qualified assessor
2. Disability Services will identify appropriate adjustments by taking into account:
 - the individual student's requirements
 - the evidence provided
 - the impact of the disability on the student
 - the method of assessment
 - any professional course requirements

- previous successful adjustments
- advice from an educational psychologist, specialist practitioner or needs assessor

This information will be passed to the appropriate School in the Personal Learning Support Plan (PLSP).

3. Students are strongly encouraged to disclose information about their disability in the first term so that appropriate adjustments can be arranged. It is, however, recognised that this may not always be possible as students may only become aware of the impact of their disability during the course of their studies; the effect of their disability may change over time or they may not wish to disclose their disability. The University has a cut-off date for the provision of evidence and for the student to register with University Services. This date is two weeks before the start of the exam period. If a student provides evidence after this date, exam adjustments cannot be made for this exam period, but can be made for up-coming exam periods. The student may then utilise the Extenuating Circumstances procedure to inform the University about the impact of their disability on their exams for the current exam period.
4. Students who require an adjustment due to a temporary disability or sudden illness should contact their academic school.
5. Students are entitled to ask for a review of their examination adjustments and can pass this request to Disability Services.
6. Support workers are provided to assist the student during an exam. They are not an invigilator.

The following is a list of the most common adjustments which may be recommended: 25% extra time; separate room; use of a PC; amanuensis (typist or hand-writer); reader; prompter; personal assistant; communications assistant/interpreter (e.g. British Sign Language (BSL) interpreter); use of equipment/use of ergonomic furniture; rest breaks; examination paper in a specified format.

The document 'Examination recommendations for students with additional requirements and adjustments' contains guidance on implementing this policy consistently across the University.