

## **GUIDANCE FOR THOSE WITH RESPONSIBILITY FOR MAKING EXAMINATION ARRANGEMENTS FOR DISABLED CANDIDATES**

1. It is University policy to ensure that disabled students are not disadvantaged by the examination arrangements. The onus is, however, on the student to notify the University of his/her requirements at the earliest opportunity.
2. The purpose of adjustments to the examination arrangements is not to advantage the candidate but rather to ensure that disabled students are not placed at a disadvantage, in comparison to persons who are not disabled.
3. It is the responsibility of the student to ensure that appropriate assessments of their requirements are issued by their GP or medical consultant and received by the Student Advice and Support Office.
4. It is the responsibility of the Student Advice and Support Office to ensure that details of the academic provisions and/or examination arrangements required by the student are recorded on the Student Record System.
5. It is the responsibility of the School Disability Co-ordinator, on behalf of the Head of School, to ensure that examination arrangements, as specified in the provisions form, are implemented.
6. It is the responsibility of the School Disability Co-ordinator, on behalf of the Head of School, to inform the candidates about how the special arrangements will be organised and what is required of them. This should be done with at least one week's notice, if possible.
7. If an amanuensis is used, this person will be appointed centrally by Registry who will in turn inform the Heads of School and School Disability Co-ordinators. It is the responsibility of the School Disability Co-ordinator to inform the amanuensis of the location of the examinations.
8. Any additional time allowed will depend on the recommendations made in any assessment/medical certificate.
9. The School Disability Co-ordinator, on behalf of the Head of School, should ensure that separate examination accommodation is arranged, where appropriate, and that appropriate invigilation arrangements are made.
10. If word-processing/computer equipment is needed it should be provided by the University. Enquiries should be made to Registry at least 2 weeks in advance of the examination if possible. It is important to consider software, as well as hardware, requirements. If specialise computing facilities are required, advice should be sought from the Assistive Technology Advisers in IT Services.
11. Where a candidate has returned their answers in some other form than is immediately accessible, a transcript should be produced after the end of the examination. The candidate's original version should be available to the examiner if required.
12. All members of staff should give due consideration to confidentiality and sensitivity at all stages of the examination process. Unnecessary attention should not be drawn to a student with a disability or medical condition in the examination hall.