

Assessments Reasonable Adjustments for Disabled Students (ARA) Guidance Notes 2011-12

These Guidance Notes explain the procedure for arranging reasonable adjustments.

Reasonable Adjustments are made to ensure disabled students (including students with specific learning difficulties and long term health conditions) are given fair access to examinations and assessments without being given an unfair advantage over other students.

Student responsibilities

1. You are obliged to read these Guidance Notes before making an application.
2. Disabled Students are required to see the Disability Team in order to complete the ARA form. (drop ins are held in RHB 129, Monday to Fridays, 11am - 12noon and 2pm - 3pm).
3. You must provide the Disability Team with supporting evidence of your disability, health condition or specific learning difficulty before any adjustments can be recommended.

This should be either:

- a. A letter / report from an appropriate medical practitioner that indicates the nature of the disability/difficulty. It is helpful if it also outlines the potential effects of the disability in relation to your studies.
- b. Medical evidence of disability together with an up to date Assessment of Study Needs completed by an accredited Disabled Students Allowance Assessment Centre which makes recommendations regarding the adjustments needed.
- c. An educational psychologist's report conforming to national guidelines, undertaken when you were at least 16 years of age. If you do not have a full report, or it was undertaken before you were aged 16, you should meet with a Disability Adviser as soon as possible, to organise an assessment by an educational psychologist.

Goldsmiths responsibilities

1. The Disability Team will discuss in confidence, your adjustment needs with you and then fill out section B of the ARA form indicating the recommended adjustments.
2. The Disability Team will forward your request to the Assessments Team who will inform your Departmental Senior Tutor. The Senior Tutor may request further information about your needs if required.
3. The Assessments Team will implement the arrangements.

4. In cases where the Senior Tutor is unable to agree the adjustment, they will refer to the Chair of the Departmental Sub-Board, who may take further advice in satisfying him/herself that the request would constitute a reasonable adjustment.

i. If the Senior Tutor and Chair of the Departmental Sub-Board are not satisfied that the request is reasonable, the Assessments Team will convene an Adjudication Panel (AP) to decide whether to uphold the request. Due to confidentiality, the panel will be presented with an anonymous report by the Disability Coordinator. The decision of the AP will be final.

5. The Assessments Team will write to you to confirm what adjustments you will receive. In the case of examination arrangements you will be informed no less than 4 weeks before the beginning of the examinations period. It is essential that you keep the Student Centre informed of any changes of address to ensure you receive the information.

NB. You only have to apply once for Assessments Reasonable Adjustments for the duration of your course; the same arrangements will automatically be made each year. However, if your course changes or you have additional needs you should meet with the Disability Team as soon as possible.

Appeals

If you are not satisfied with the adjustments made, or think that your application has been handled outside of these guidelines, you can appeal. First, raise the issue informally with either the Disability Coordinator, Assessments Team or your Departmental Senior Tutor. If you are not satisfied with the outcome you can put your appeal in writing to the Director of Student Services. She will investigate and respond to you within 2 weeks of receiving your letter.

COMPLETING THE ARA FORM

Section A

Personal Details

This information allows the Assessments Team to see at a glance what programme you are on and therefore what type of examinations you will be sitting. For correspondence we will use the address you have registered with the Student Centre.

Reason for Adjustment

In order for us to make an informed decision, you are required to let us know the reason for requesting a reasonable adjustment (i.e. your disability). You will have the opportunity to discuss your requests with the Disability Team.

Section B

Adjustments recommended by the Disability Team

The table below indicates the range of adjustments that may be appropriate. **Please note:** not all students will be eligible for each adjustment listed. Adjustments will be made with reference to the medical evidence you provide. You may be entitled to other adjustments not listed; this will be explored in your discussion with the Disability Adviser.

| Type of Impairment / Disability | Examples of Reasonable Adjustment |
|---|---|
| Specific learning difficulty, such as dyslexia, dyspraxia, ADD etc. | Additional Time (25%) Cover sheets for assessments Use of assistive software, e.g. Dragon Dictate |
| Long term medical condition, such as epilepsy, diabetes, mental health etc. | Smaller exam room Rest breaks Permission to take medication / food and drink into exam Consideration regarding ill health absences |
| Physical impairments such as RSI, arthritis etc. | Use of a word processor Use of assistive software, e.g. Dragon Dictate Ergonomic seating Additional Time Rest breaks |
| Visual impairment | Use of assistive software, e.g. JAWS or Supernova Additional Time Reader and or Amanuensis |
| Deaf or hard of hearing | Sign language interpreter Seated at front of exam room Portable induction loop |
| Autism or Asperger's | Smaller exam room |

Signature

This confirms that you

- Have read and accept these Guidance Notes.
- Have supplied supporting evidence and,
- Agree to this information being kept in the Disability Office and that it is available for inspection, if required, by the Departmental Senior Tutor or Assessments Team.

Your application will not be accepted if it is incomplete, or not signed.

Section C

To be completed by Goldsmiths staff

For further information please contact:

Assessments Team- Room 115 RHB, Tel: 020 7717 2254

Disability Team- Room 129 RHB, Tel: 0207 717 2292 email: disability@gold.ac.uk