

## **Procedure for Consideration of Arrangements for Students with Disabilities**

1. Applications for extra time or examination aids must be sent to the Records & Assessment Officer in the Academic Registry.

1.1 applications must be made in writing by the student, stating the reason for extra time or rest periods, and the type of special arrangements required;

1.2 applications must be supported by medical and/or other evidence, and, where possible, providing expert advice on the special arrangements required;

1.3 applications must be supported by the student's personal tutor or, where there is no personal tutor, the course tutor.

2. The information must be collected and collated by the Academic Registry and sent to the Institute Chair of Examiners by the end of the Spring Term, wherever possible.

3. Where possible, the Institute Chair of Examiners will take action on behalf of the Academic Board, following the guidelines as below:

3.1 check the medical condition and the special arrangements requested against the information on past practice regarding special cases provided by the University and cases considered by the Institute;

3.2 if the condition and special arrangements are the same, give approval;

3.3 if they are different, and the medical support is from the University's Health Service, give approval;

3.4 arrange for the student to have a consultation with the University's Health Service, if s/he decides that this would be most appropriate in order to determine the necessary arrangements in a particular case;

3.5 in cases where a student is suffering from dyslexia or a long-term incurable medical condition or one that is unlikely to change, the Institute Chair of Examiners, on behalf of the Academic Board, should approve the special examination arrangements for the duration of the student's studies on that degree; the Academic Registry will confirm that the same special examination arrangements will be made for the examinations in that session, unless the student makes an application for other or additional special examination arrangements in the normal way.

4. The Academic Registry will keep a log of cases as a permanent record to use as case law.

5. Students have the right to appeal against the decision within 10 days. Such appeals shall be considered by the Academic Board by circulation or by holding a meeting, as determined by the Chair.