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# Reasonable Adjustments in Assessment

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Student Guidance 2019/20





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## Student Guidance

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## Reasonable Adjustments in Assessment

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**What are reasonable adjustments in assessment?**

These are the steps we can take to make sure that you are not put at a disadvantage because of a disability or additional need compared to students on the same course that do not have a disability.

Ongoing development of the way in which courses are taught, how your knowledge is assessed, and award specific agreed adjustments will reduce the need for additional adjustments in the future for most people.

**How do I apply for reasonable adjustments to be made?**

To have reasonable adjustments put into place, you will need to contact the AccessAbility Team:

e: [disability@staffs.ac.uk](mailto:disability@staffs.ac.uk)

online bookings: <https://bookings.staffs.ac.uk/>

T:01782 294977 or visit the Student Hub

Face to face and telephone appointments are available at Stoke, Stafford and Shrewsbury. For Students based at Digital Institute London (DIL) telephone appointments are available.

**Who decides what reasonable adjustments I need?**

Initially you will have an speak to a Disabled Student Support Co-Ordinator or Wellbeing Advisor to agree on reasonable adjustments for an interim [Learning Support Statement \(LSS\)](#).

You will not receive a final draft of an LSS until you have had a formal assessment completed.

An appropriate member of Academic Staff will also be invited to be involved in the development of an LSS. This is because, there may be times when adjustments cannot be implemented due to course requirements. See section on [Can I always have reasonable adjustments?](#)

**What is the difference between reasonable adjustments and Exceptional Circumstances?**

Reasonable adjustments are identified for specific ongoing disabilities. If there is anything else seriously impacting on your studies, which you have not been able to overcome, then you will need to access the exceptional circumstances process. The University is not able to consider exceptional circumstances relating to a condition for which you already have an LSS, unless there is a change in that condition. You can claim for exceptional circumstances by logging into e: vision and going to 'My Modules and Assessment' section. This can be accessed through your e-vision portal, under 'courses and modules section'.

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<b>What is a Learning Support Statement (LSS)?</b>	<p>An LSS is a document that details reasonable adjustments that will reduce barriers that you may face as a result of a disability or additional need. (formally known as Learning Support Agreements).</p> <p>It is expected that this will be a starting point for you and that over the duration of your studies you will develop skills and strategies that will minimise the need for reasonable adjustments to be made.</p>
<b>How will I get a copy of the LSS?</b>	<p>This will be sent to you through e-vision once it has been reviewed and agreed by your Academic School and Accessibility Services.</p>

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<b>Examples of reasonable adjustments</b>	<ul style="list-style-type: none"> <li>• An agreed amount of extra time in examinations</li> <li>• Provision of separate or private rooms for examinations – students will either be in a room with students with similar adjustments or in a room on their own</li> <li>• Reader in examinations. This will need to be arranged well in advance</li> <li>• Use of PC (Examinations) with work being saved onto a USB device</li> <li>• Agreed alternative assessments</li> </ul>
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***These are examples – the adjustments included on your LSS will depend on your individual needs.***

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## **Formal Assessment**

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<b>What is the formal assessment?</b>	<p>The assessments are conducted at one of the Approved Assessment Centres based within the UK. A significant number of our students are assessed at Staffordshire Regional Access Centre which is housed within the University but not all.</p> <p>You do not have to pay anything for a formal assessment as this is paid for through the Disabled Students' Allowances (DSAs).</p> <p>The Assessor will work with the evidence that you have provided – for example medical evidence from a Doctor or Consultant and/or evidence from a Psychologist or Approved Specialist Tutor.</p> <p>Assessments are undertaken with the you present and normally last around two hours.</p>
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<b>Who are the Assessors?</b>	<p>The Assessments are undertaken by professionally qualified Study Needs Assessors who are independent of the University.</p> <p>All assessments are based on the needs of the individual student and are undertaken to determine the requirements of each individual student.</p>
<b>How do I book a formal assessment</b>	<p>A formal assessment can be booked at an Assessment Centre once you have a letter stating that you can access DSAs funding.</p> <p>Contact Staffordshire Regional Access Centre for help with this:</p> <p>e: <a href="mailto:accesscentre@staffs.ac.uk">accesscentre@staffs.ac.uk</a></p> <p>t: 01782 295716</p>

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## Disabled Student Allowances (DSAs)

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<b>How do I apply for DSAs?</b>	<p>You can apply for DSAs when you apply for student finance online.</p> <p>If you do not need student finance, you can apply just for DSAs by filling in the DSAs paper application form.</p> <p>You cannot apply for student finance online once you've applied for DSAs.</p> <p><b>Part-time students</b></p> <p>Apply using the DSAs paper application form. You cannot apply online.</p> <p><b>How long it takes</b></p> <p>You'll get confirmation of whether your application is successful within 6 weeks.</p> <p>It can take up to 14 weeks to get your DSAs support in place as this is done separately.</p> <p>For more information: <a href="https://www.gov.uk/disabled-students-allowances-dsas">https://www.gov.uk/disabled-students-allowances-dsas</a></p>
<b>How can I find out if I can apply for DSAs?</b>	<p>Disabled Student Support Co-Ordinators will be able to advise you if you are able to apply for DSAs or you can look at the student finance website: <a href="https://www.gov.uk/disabled-students-allowances-dsas/eligibility">https://www.gov.uk/disabled-students-allowances-dsas/eligibility</a></p>

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<b>Can I get help with Applying for DSAs?</b>	<p>Yes – the Disabled Student Support Co-Ordinators will be able to help you with this.</p> <p>You can make contact via email or phone:</p> <p>e: <a href="mailto:disability@staffs.ac.uk">disability@staffs.ac.uk</a></p> <p>t: 01782 294977</p>
<b>Can I always have reasonable adjustments?</b>	<p>It may not always be possible for reasonable adjustments to be put into place. This may be due to the nature of the assessment e.g. group work, practical assessment or because your course means that you must demonstrate specific professional skills e.g. Health and Allied Health Courses.</p> <p>It may not always be possible to implement reasonable adjustments on placements.</p> <p>This would need to be discussed with one of the Disabled Student Support Coordinators/Academic Staff.</p>

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## Placements

<b>Who is responsible for implementing reasonable adjustments on placement?</b>	<p>Implementing reasonable adjustments during placements will need to be discussed with the placement mentor/supervisor and placement co-ordinator and if appropriate the course leader.</p> <p>Where placement hours and level of practical experience are stipulated as an essential requirement for successful completion of a course, adjustments must not compromise attainment.</p>
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## Educational Visits/Trips

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**Who is responsible for implementing reasonable adjustments for students on Educational Visits/Trips?**

Implementing reasonable adjustments during Educational Visits/Trips will need to be discussed with the course leader and if appropriate module tutor, well in advance of any visits or trips.

For guidance and support relating to the implementation of reasonable adjustments whilst you are on Educational Visits/Trips contact:

Disabled Student Support Co-Ordinators

e: [disability@staffs.ac.uk](mailto:disability@staffs.ac.uk)

t: 01782 294977

Portia Bentley

Student Equality Co-Ordinator

E: [p.l.bentley@staffs.ac.uk](mailto:p.l.bentley@staffs.ac.uk)

T: 01782 294613

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## Other Stuff

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**International Students**

If you are an International student you will not be able to access DSAs, but you will be able to have an informal assessment and have an LSS put into place.

This would be assessed on an individual basis through contact with the Student Support and Wellbeing Team – see [‘How do I apply for reasonable adjustments to be made?’](#) section.

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**Partner Organisations**

If you are studying an award at a Partner Organisation and you feel that you need reasonable adjustments put into place, you would need to contact support services at that organisation initially.

If you need advice on how to do this, please contact the Disabled Student Support Co-Ordinators at Staffordshire University.

e: [disability@staffs.ac.uk](mailto:disability@staffs.ac.uk)

t: 01782 294977

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