

## Part 3: Assessment regulations for taught courses

### Section 8: Individual examination and assessment arrangements

#### The University's responsibilities

The University is mindful of its responsibilities under the Equality Act 2010 and its need to make reasonable adjustments to appropriately accommodate the learning support requirements of disabled students. Please contact [Disability Learning Support](#) for further information and advice.

#### Individual examination and assessment arrangements

- 8.1 Individual arrangements for examinations or assessments may be made for disabled students or students with long-term medical conditions, which would affect their ability to undertake the proposed examination or assessment.
- 8.2 Individual arrangements may include:
- additional time for an examination or coursework (see 8.11);
  - the availability of sheltered facilities, such as a room for individual students, or a separate room with other students also requiring additional time;
  - the completion of work other than in handwriting;
  - the provision of the question paper in an alternative form or of an alternative mode of assessment;
  - the use of tape, Braille or other facilities, or the employment of an amanuensis and/or reader.
- 8.3 The purpose of an individual arrangement shall be to compensate for the restrictions imposed by the disability or medical condition, without impairing the validity of the assessment/examination and without giving unfair advantage relative to other students.

#### Procedures for making a request

- 8.4 Requests must be addressed to Disability Learning Support or to the Registry (for short term or temporary conditions). The office responsible for considering the claim will consult with appropriate individuals as required.
- 8.5 Students seeking individual arrangements for assessments must do so in accordance with the procedures and deadlines determined annually by University<sup>2</sup>. The relevant Disability/Dyslexia Learning Advisor will determine the appropriate arrangements to be made based on the medical or diagnostic evidence submitted.
- a) This information is documented on the student's Reasonable Adjustment Form and communicated to the Registry at least six weeks before the exams commence in order that the Registry can organise the appropriate arrangements.
  - b) A copy of the Reasonable Adjustment Form is available to the student, Course Leader, Module Leader and Disability Tutor via SRS Web.
- Note: Students should contact Disability Learning Support in the first instance in order to have their arrangements put in place and for further advice.
- 8.6 All requests for individual exam arrangements must be submitted as soon as possible and normally at least six weeks prior to the date of the first examination/assessment for which the arrangements are requested. Where the arrangements involve the cooperation of external

<sup>2</sup> Procedures for making individual arrangements for assessments can be accessed online or by contacting [Disability Learning Support](#).

agencies or the provision of external support (e.g. Braille translation) requests must be submitted at the earliest opportunity in order to meet potentially conflicting bookings and requirements of external agencies.

- 8.7 In complex cases, or where an alternative assessment may be more appropriate or there is a question over the reasonableness of a requested adjustment the University will follow the procedures as indicated in the Complex Adjustment Procedures.

### **Students' responsibilities**

- 8.8 It is a student's responsibility to notify the University of their requirements for support in assessment at the earliest possible opportunity. The University cannot accept responsibility for problems in assessment in cases where a student has chosen not to, or failed to, notify it of their requirements. Retrospective requests for alternative assessment arrangements, or for additional opportunities to sit for assessments, cannot be considered.
- 8.9 Disabled students, or students with SpLD (dyslexia, dyspraxia, and dyscalculia) should apply directly to Disability Learning Support on entry to their course, so that arrangements can be made to accommodate their requirements for alternative assessments and/or individual examination arrangements. For the purposes of these regulations, long term or permanent will be defined as a condition or disability that on the basis of documentary evidence, can reasonably be expected to last beyond the semester to which the claim refers.
- 8.10 Students with a short term or temporary conditions (e.g. a broken limb or other injury) may apply directly to the Registry Manager, or nominee, for individual examination or assessment arrangements. In all cases, such applications must be submitted to the Registry at least six weeks before the relevant examination or assessment. For the purposes of these regulations, 'short term' or 'temporary' shall be defined as a condition that is only expected to affect assessment in the semester to which the claim refers.

Notes: Further information and the individual exam arrangements for temporary conditions request form is available online: [Individual exam arrangements | University of Westminster, London](#)

In considering claims for short-term or temporary conditions, the Registry Manager, or nominee, will undertake whatever consultation is deemed necessary in arriving at a decision on the claim. This will normally involve consultation with the Disability Learning Support, and with other senior staff of the University, and may in some cases, involve consultation with external examiners or validating/professional bodies. Independent documentary medical or diagnostic evidence is required in support of all applications for individual examination or assessment arrangements.

### **SpLDs (dyslexia, dyspraxia, dyscalculia)**

- 8.11 Students with SpLDs may either elect to undertake their written examinations with an additional time allowance of 15 minutes per hour, in a separate room with other students' also requiring additional time. Alternatively, students with SpLDs may elect to take their examinations in a computer laboratory set aside for this purpose, with an additional time allowance of 15 minutes per hour.
- 8.12 The examination answer booklets of all students with SpLDs will be identified with a sticker to alert markers to the need to consult the marker's guidelines.
- 8.13 Students with SpLDs are permitted to use a personal tinted overlay where required in examinations and in-class tests.

### Consideration of requests

- 8.14 The outcome of the request shall be noted on the Reasonable Adjustment Form. The student and relevant University staff will be notified in writing.
- 8.15 The employment of support workers e.g. amanuenses, readers, sign language interpreters, shall be the responsibility of the Registry Manager.
- 8.16 It shall be the responsibility of the Registry to ensure the agreed arrangements are carried out.

Note: Unless paid for by an individual students' Disabled Students Allowance, the costs of any individual examination or assessment arrangements shall normally be borne by the College except in the case of 8.18.

### Chronic or long-term conditions

- 8.17 Students with a disability or long term, complex or chronic condition can seek a reasonable adjustment, which means they need not comply with University standard mitigating circumstance procedures.

Note: Reasonable adjustment includes not being required to submit repeat mitigating circumstances claims, additional time in examinations, or alternative assessments. Students should register their disability with Disability Learning Support and seek advice from a Disability Adviser.

### International students: examinations in other countries

- 8.18 The University may permit students to sit for examinations outside the UK, in cases where:
- a) an international student who has completed their course is required to complete a deferral or referral examination in order to graduate; or
  - b) a student is required to undertake a period of residence abroad as part of their course (or on an approved Exchange) and this period of residence coincides with the University examination period. See Section 19.
- 8.19 Any student seeking to take an examination or re-sit an examination overseas must apply formally, (see 8.6) to the relevant Registry for individual assessment arrangements based on special circumstances. In such cases, if the proposal is agreed, an appropriate British Council office will normally be asked to conduct the examination. Any costs incurred must be borne by the student.