

## Guide to Reasonable Adjustments (Provisions)

Reasonable Adjustments, known as provisions at the University of Aberdeen, can be implemented to support disabled students in their studies. Under the Equality Act 2010, the definition of a disability is “a physical or mental impairment that has a ‘substantial’ and ‘long-term’ adverse effect on a person’s ability to carry out normal daily activities”.

This includes but is not limited to the following:

- Sensory impairments
- Physical impairments
- Mental health conditions
- Long-term health conditions
- Attention Deficit Hyperactivity Disorder (ADHD)/Attention Deficit Disorder (ADD)
- Dyslexia and other Specific Learning Differences (SpLD)
- Autism Spectrum Conditions (ASC)
- Stammers

Provisions can support you to make the most of your studies at the University and are put in place once you have spoken with a Student Support Adviser about your experience of studying and after consideration of your medical and/or SpLD evidence. Your provisions will be communicated to the relevant members of staff at the University.

Individual provisions will be implemented when teaching, learning and assessment is not inclusive. Further information about disability, inclusion, teaching and assessment can be found at: [Student FAQs | Students | The University of Aberdeen \(abdn.ac.uk\)](#).

Once implemented, your provisions will remain in place unless you agree any changes with a Student Support Adviser. If you would like to review your provisions, please contact the Student Advice & Support Team at [student.support@abdn.ac.uk](mailto:student.support@abdn.ac.uk) or on 01224 273 935.

## Examples of Provisions

### Teaching

#### **Copies of lecture material in advance, where not routinely available on MyAberdeen**

Where your lecture materials are not routinely provided in advance, in an accessible, electronic format on MyAberdeen, you will be provided with a copy of the PowerPoint slides, notes, handouts, etc. at least 48 hours in advance of your classes in an accessible, electronic format, whenever available. Alternatively, if your course guide provides a full enough summary of each lecture, this may act as your advanced copy of materials instead. If you require the notes in a particular format, this will be communicated to your School(s).

### **Modified notes or manuscript**

Class notes can be modified by text size, font, colour, braille, or modified language in advance of your class. This will be communicated to your School Disability Coordinator(s) before your classes begin.

### **Note-taker**

Note-takers are arranged for each of your courses by the School Disability Coordinator(s). Usually, your note-taker will be a postgraduate student with some experience in subjects related to what you are studying. They will ensure that you have an accurate record of what is covered in lectures which will be typed and emailed to you within three working days of the lecture.

The note-taker will contact you to introduce themselves and to discuss the format of the notes to be provided.

You will be asked to sign timesheets on a monthly basis, before the end of the month. Please ensure that you arrange to sign these without delay, so that your note taker can be paid. You may meet with your note taker in person, or print, sign, scan and email the timesheet that your note taker emails you. For students who are eligible to apply for Disabled Students' Allowance (DSA), you will be required to apply for the costs of your note-taking support; the Student Support Advisers (Disability) will support you through the application process.

If you make changes to your courses, please ensure that you let the relevant School Disability Coordinator(s) know, so that they can arrange for you to receive notes for the correct courses. A list of the School Disability Coordinators' contact details can be found at: <https://www.abdn.ac.uk/students/support/disability-services-3395.php#panel3825>

### **Permission to audio-record lectures**

You can audio-record lectures with audio recording equipment or your smartphone. You will be asked to sign a 'Permission to make audio recordings of lectures' form before you start recording lectures. This states that you understand that the recordings will only be used for personal study and that using them for other purposes could constitute a breach of copyright legislation. The relevant members of staff will be advised that you have permission to audio record lectures.

### **Prioritised reading lists**

Many courses already provide reading lists divided into core/essential texts, recommended texts, and further reading which will be made available to you through the course guide, on MyAberdeen, or by email. This will usually provide adequate prioritisation. If guidance is not provided, you will be provided with a prioritised reading list by your Schools.

### **Accessible venues**

Due to the nature of our campus, not all facilities are accessible. The University works to ensure that you will be timetabled for accessible venues, however if you find that you are timetabled to be in a room that is unsuitable, please let your School Disability Coordinator(s) know as soon as possible. Please see the link below for the contact details of the School Disability Coordinators: <https://www.abdn.ac.uk/students/support/disability-services-3395.php#panel3825>.

Where required, a Personal Emergency Evacuation Plan will be created with you for each semester.

### **Allowance for poor attendance during times of ill-health**

This provision allows for some flexibility if you have a disability or medical condition that is likely to have a direct effect on your attendance at times. This means that you do not need to provide a medical certificate each time you are absent, however you should still report your absence; please see the link below for further information:

<https://www.abdn.ac.uk/students/academic-life/assessment-exams-3377.php#panel1957>

If your attendance at the compulsory elements of a course (such as tutorials or practical classes) drops too low, it may reach the stage where you are no longer able to successfully complete the course, even when your absences are for disability-related reasons.

### **Other**

This is not an exhaustive list of provisions for lectures; we can also implement many other adjustments which will be communicated to your School(s).

### **Written Examinations and Assessments**

**\*\* Online assessments are arranged by the Schools rather than centrally through the Registry Exams Team; students should look out for messages from their Schools with regards to their online assessment arrangements \*\*.**

On campus exam arrangements are usually organised between your School Disability Coordinator(s) and Registry staff once the exam timetable has been made available. When you first access your exam timetable, your provisions will not be included, however the date and start time of your exams will be correct. Nearer to your exam, your timetable will be updated with the correct location and length of your exam. You may also receive an email confirming this information from your School Disability Coordinator(s).

There may occasionally be last minute changes that are required which will be emailed to you, so please check your university email account every day during term-time.

If you are unsure of your exam arrangements or believe there is a mistake, please contact your School Disability Coordinator or a Student Support Adviser at least two days before the exam is due to start.

Exam provisions are usually provided for in class tests, particularly if the mark counts towards the overall mark for the course. Usually, if you receive extra time, you will sit your exams in a room of around 40 students who also require extra time. This is so that you are not distracted by other students leaving the exam hall at the end of the standard time.

#### **Extra 10 minutes per hour**

For every hour that your exam lasts, you will receive an extra ten minutes of reading and writing time. For example, if your exam is due to last two hours, you will have two hours and 20 minutes to complete your exam.

#### **Extra 15 minutes per hour**

For every hour that your exam lasts, you will receive an extra 15 minutes of reading and writing time. For example, if your exam is scheduled to last three hours, you will have three hours and 45 minutes to complete your exam.

#### **Extra 20 minutes per hour**

For every hour that your exam lasts, you will receive an extra 20 minutes of reading and writing time. For example, if your exam is scheduled to last two hours, you will have two hours and 40 minutes to complete your exam.

#### **Extra 30 minutes per hour**

For every hour that your exam lasts, you will receive an extra 30 minutes of reading and writing time. For example, if your exam is scheduled to last three hours, you will have four hours and 30 minutes to complete your exam.

#### **Private exam room – 1 student only**

You will sit your exam in a private room with no other students. An invigilator will be present with you. If you work with a scribe or reader, they will usually act as the invigilator in this circumstance.

#### **Exam room with fewer than 20 students**

You will sit your exam in a room with fewer than 20 students.

#### **Accessible exam room**

An accessible exam room will have level access and egress or will be located in the vicinity of a fire-safe lift. It may also have access to specialist hardware or software that you require to complete your exam.

### **Modified question paper**

This provision needs to be organised in advanced of your exam. Exam papers can be provided in an accessible, electronic format or be provided on paper with modified text size, font, colour, braille, or modified language.

### **Use of computer (PC)**

You will use a computer to type your exam answers or to use a specific piece of software during your exam. Usually, you will be in a computer room with other students who also require the use of a computer during their exam. You will be assigned a desktop or laptop computer that is in an 'exam mode' meaning that only the programmes you require for the exam will be available to use.

### **Scribe, except Multiple Choice Question (MCQ) exams**

A scribe is a member of staff who you will verbally dictate your answers to in exams. The scribe will then write your answers. Please note that a scribe will not be available for MCQ exams. You will sit your exams in a private room with a scribe who has been allocated from a pool of trained Student Support Assistants. Your scribe is likely to act as the invigilator during your exam. Please discuss with your scribe how you would like them to perform their role. The scribe cannot be asked to reword questions or explain them in any way.

You will usually be asked to sign a timesheet so that your scribe can be paid.

### **Reader for all exams**

A reader is a member of staff who reads text to you during your exams. You will sit your exam in a private room with a reader allocated from a pool of trained Student Support Assistants. Your reader is likely to act as the invigilator during your exam. Please discuss with your reader how you would like them to perform their role. You may ask your reader to read the questions and your answers as many times as you wish. Your reader cannot be asked to reword questions or explain them in any way.

You will usually be asked to sign a timesheet so that your reader can be paid.

### **Other**

There are many other provisions that we can implement to support you in assessments, please let us know if there is anything else that we can do to support you in your studies.

## Coursework

### **No penalty for poor spelling/grammar where meaning is clear**

This provision allows for no penalty for poor spelling on non-subject-specific words and grammar when the meaning is clear. It will be considered during the marking process of a piece of work. As work is usually marked anonymously, you may find that spelling and grammar are commented on throughout your work. If you have any concerns about this process, please contact your Course Coordinator to check that you have not lost marks if the meaning is clear.

\* For language courses, the provision of 'no penalty for poor spelling/grammar where meaning is clear' may not be able to be applied as the ability to produce work which is spelled correctly and is grammatically correct may be assessed. You can access spellchecking and grammar checking software to assist you to independently proof-read your work.

### **Proof-reader for written assignments**

Your School Disability Coordinator(s) will arrange a proof-reader for you. You are likely to have a different one for each course. Some School Disability Coordinators arrange a proof-reader at the start of the half session for everyone who has this requirement. However, more often, you will need to contact the relevant School Disability Coordinator in good time before you need a piece of work to be proofread. Please allow one week for this arrangement to be made, whenever possible.

Your proof-reader will liaise with you and will read your work, making suggestions for correcting errors in spelling and grammar. This is often done using the 'track changes' function in Word. However, if you prefer it to be done in a different way, please do ask your proof-reader. The proof-reader will not alter the academic content of the work in any way and will usually do the work within 3 working days.

If you have a proof-reader, you will be asked to sign timesheets on a monthly basis, before the end of the month. Please ensure that you arrange to sign these without delay, so that your proof-reader can be paid. You may meet with your proof-reader in person, or print, sign, scan and email the timesheet that your proof-reader emails you. For students who are eligible to apply for Disabled Students' Allowance (DSA), you will be required to apply for the costs of your proof-reading support; the Student Support Advisers (Disability) will support you through the application process.

\* For language courses, you may be assessed on the ability to independently produce work that is spelled correctly and is grammatically correct and therefore it is unlikely that you will be permitted to access proof-reading support for these assignments (you can access spellchecking and grammar checking software to assist you to independently proof-read your work).

## **Agreed extensions to deadlines**

If you need more time for your assignments, please request this by contacting the relevant School Office, prior to the scheduled deadline; please see the following link for the contact details of the School Offices: <https://www.abdn.ac.uk/infohub/life/school-office-locations-and-contacts.php>

You should not need to provide evidence each time you request an extension; please advise the School Office that the Student Advice and Support Office has implemented the provision of 'agreed extensions to deadlines' to support you in your studies.

It is at the Schools' discretion as to whether extensions can be granted and if so, the length of extension that can be offered. The provision does not guarantee a set time for extensions; we advise that extension requests are approved where practically possible for the Schools to administer.

We encourage you to submit your work by the original deadline, where possible, so that you do not have deadlines stacking up at the end of the semester.

## **Other**

There are many other provisions that we can implement to support you in assessments, please let us know if there is anything else that we can do to support you in your studies.

## **Student Advice & Support Team Opening Times**

Monday – Friday 9am – 5pm

## **Contact us**

Email: [student.support@abdn.ac.uk](mailto:student.support@abdn.ac.uk)

Tel: 01224 273935