

## Adjusted Assessment Guide for Students

### What is adjusted assessment?

Adjusted assessment removes barriers for disabled students. Adjustments are changes to an assessment method, which enable students to meet the same learning outcomes in another way.

Adjusted assessments for assignments could include:

- Additional time
- An alternative task (e.g. a presentation instead of an essay)
- Presentations to smaller groups or tutors only

Adjusted assessments for exams could include:

- Extra time (usually 25%)
- A separate room
- Use of specialist software or equipment
- An alternative task

This list is not exhaustive. Other adjustments may be required.

### How to access adjusted assessments

You must register with the HE Disability Officer for adjusted assessments to be arranged. The Disability Service requires evidence to show you are a disabled person according to the Equality Act 2010. Find out more by reading the Full UCSE Reasonable Adjustment and Adjusted Assessment Policy under [Key Information](#) on our P&P webpage.

Please send evidence to [HESupport@southessex.ac.uk](mailto:HESupport@southessex.ac.uk) to request an appointment.

The Disability Officer helps identify whether you need adjusted assessments. The information is then included in an Individual Support Agreement

Your ISA tells your course team about the adjusted assessments you need. Students must tell their course tutor when they need an adjustment for a specific assignment and complete an Adjusted Assessment Request Form.

**Example:** A student's ISA says they are entitled to adjustments to group work. The student begins a new unit, which includes group work. They contact the unit leader and ask to discuss it. The student and tutor agree that the student will be given a specific role in the group which meets their study needs.

**Example:** A student's ISA says they are entitled to adjustments to presentations. The student's unit brief says they have to present to the whole course in a month. They email the tutor to explain they need an adjusted assessment. The student and tutor discuss options. They agree the student will record a video of their presentation and show it to the group.

## How to request additional time for assignments

Please see the UCSE Reasonable Adjustments and Adjusted Assessments Policy and guidance. This is on our HE Policy and Procedures webpage under [Key Information](#).

You can also contact our HR Disability Officer for help and guidance.

## Inclusive Assessment

Some units provide all students with a choice of assessment methods. All students can meet the learning outcomes in a variety of ways. The unit brief should indicate when choices are available. For these units, you may not need an individual adjustment.

You can contact the Disability Officer if you feel the assessment choices do not meet your needs. [HESupport@southessex.ac.uk](mailto:HESupport@southessex.ac.uk).

## Extenuating Circumstances

Adjusted assessments are different to Extenuating Circumstances (ECs).

ECs are circumstances which are unexpected, significantly disruptive and beyond your control. ECs may have affected your ability to meet an assessment deadline or the level of your performance at assessment.

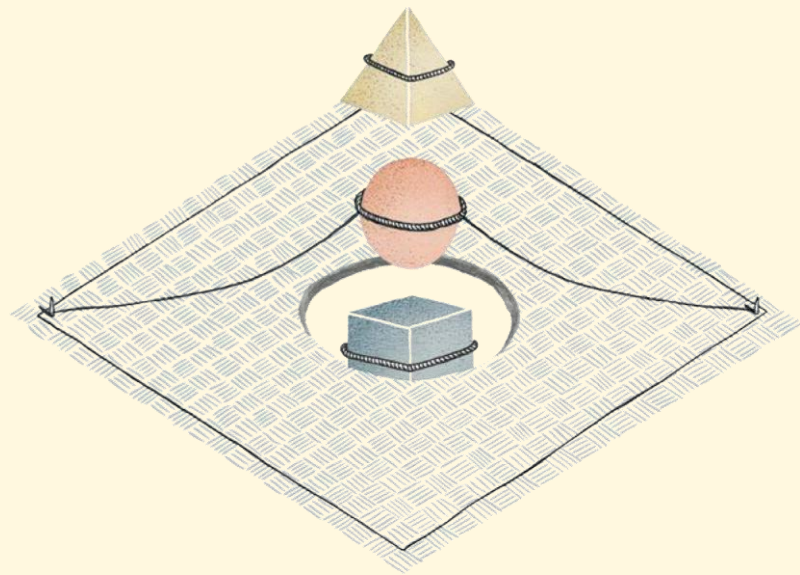


Illustration by Augusta Akerman, UAL Graduate

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