

Adjusted and Accommodated Assessment

If you have a disability the University can offer you a range of study support options to enable you to complete your assessments and achieve the learning outcomes of your course. This might include:

- Extra time
- Using a specific format like Braille, tape or large print
- Using specialist equipment or software
- Using a communicator
- Access to a separate room
- A person to take notes
- Offering a viva or supported viva
- Submitting work in audio format

UAL/UCSE Disability Service

If you want to discuss your support needs, speak to your tutor or Programme Leader who can put you in touch with the HE Support Office:

T:01702 220475/220696

E:hesupport@southessex.ac.uk

W:<http://www.southessex.ac.uk/higher-education/higher-education-policies>

under University of Arts London

Putting Arrangements in Place

Adjustments are tailored to you and must be agreed in advance. Your Course Team and Disability/ Dyslexia Advisor will work out the best approach for you and your particular course. This might be a standard adjustment for all assessments, or just certain types of assessment (e.g. you might have different needs for practical and written work). Alternatively, you may need to discuss different levels of support and adjustments for different stages of your course.

You are strongly encouraged to find out about the support available to you early on, rather than wait until the assessment deadline.

Adjusted Deadlines

Accommodated Assessment may include a later deadline for completion than that set for other students. Adjusted deadlines must be negotiated for each individual student. Any student who misses their own deadline with no valid reason will be deemed to have failed that Unit.

Adjusted Deadlines must be:

- Negotiated and agreed with your Disability or Dyslexia Officer and with your Course Team
- Agreed in advance, or at the time the assessment is set (and at least 14 days before the assessment deadline)

Extenuating Circumstances and Students with Disabilities

What are Extenuating Circumstances?

There may be difficult circumstances in your life that affect your ability to meet an assessment deadline or affect your performance in assessment. These are known as Extenuating Circumstances or 'ECs'. Extenuating Circumstances are defined as unexpected, significantly disruptive and beyond your control.

You can find out more in the Student Guide to Extenuating Circumstances, available on the Course Regulations website under University of Arts <http://www.southessex.ac.uk/higher-education/higher-education-policies>

Normally, the University will not consider a disability as an extenuating circumstance. As a disabled student, you have a responsibility to discuss your needs with your tutor, Course Leader or Disability/ Dyslexia Advisor prior to enrolment or at the time the disability develops so that support can be provided throughout the duration of your studies.

However a disability may be considered as an extenuating circumstance in exceptional situations. This might be, for example, an acute episode or serious worsening of your condition that coincides with an assessment deadline. You might also encounter other difficult circumstances in the run up to an assessment which are unrelated to your disability. In these cases, you should submit an Extenuating Circumstances Claim Form to heextcircs@southessex.ac.uk.