Hi

I’m writing to you because you have a learning contract and may be taking an online assessment at home as an alternative to sitting an exam on campus. Your learning contract includes at least one type of adjustment for exams on campus, e.g. extra time. With the change to taking assessments at home, it’s important that we ensure your disability does not become a barrier to your success.

It’s expected that your online assessment in May will have a 24-hour time allowance, and this will be key to ensuring you are not disadvantaged by your disability. You may have one or more of the types of adjustments in your learning contract which are listed below. For each type I’ve explained what you’ll be able to do within the time allowed.

## Rest breaks

You will have the flexibility to schedule in as many rest breaks as you need according to what suits you best, within the 24-hour period.

## Extra time allowance

You are not expected to spend anywhere near 24 hours to complete your exam. Module leaders will advise students how much time to spend answering the questions, but if you have an extra time allowance, we expect you will take as much time as suits your individual needs.

## Overlays

You may have already set your computer screen background colour to help you read more smoothly. If you need advice on how to do this, please email [disability-support@shu.ac.uk](mailto:disability-support@shu.ac.uk)

## Mark for Content and Ideas (Cover Sheet and Blue Stickers)

If you have a learning contract which states that you must submit work with a cover sheet or blue sticker on it, you should still type the words from these to the top of the front page of your work.

## Personal Care – including food and drink, taking medication, blood sugar testing etc.

You are free to make whatever arrangements suit you best at home.

## Accommodation

Unless students are living alone, they will be expected to plan ahead and negotiate with their family or friends to use a quiet space in their home for the period of their exam. If you normally use a one to one room on campus it is particularly important to do this, wherever possible, so you are not distracted.

## Examination Support Worker – Practical Support Assistant

Practical Support Assistants may be provided on campus to help students reach an exam room, or to provide reassurance in a stressful environment. This type of support will not be required in the familiar and more relaxed setting at home.

## Workstation including specialist ergonomic equipment

There is a wide range of different types of equipment needed to ensure individual students can concentrate and sit comfortably for the duration of their exam. Items range from ear plugs, noise cancelling headphones, footrests, wrist rests, through to height adjustable desks and orthopaedic chairs. We believe that if you rely on this support you will already have it at home, either through our loan scheme or through DSA. If not, you will be able to take regular rest breaks to minimise any discomfort.

## Alternative Forms of Assessment

Completing your assessment at home with 24 hours available will provide you with an inclusive alternative to taking exams on campus and we do not think you will need any support in addition to this.

If you have concerns about the type of adjustment you need in your online assessment please email [disability-support@shu.ac.uk](mailto:disability-support@shu.ac.uk) as soon as possible so we can consider the best course of action for you.

Finally, as a safety net, the University has set up at no detriment retake policy (an uncapped referral opportunity). This is a commitment to students that if they are dissatisfied with their assessment outcome, they will be able to take the assessment or examination again without detriment to their academic profile. The means their mark will not be capped and their highest mark will stand. The only exception to this is where there are professional body requirements which do not permit this approach.

Wishing you success in your exams.

Disability Support Team