## UNIVERSITY OF ST ANDREWS

### POLICY FOR THE ASSESSMENT OF STUDENTS WITH DISABILITIES

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<th>Policy Title</th>
<th>Policy on the Assessment of Students with Disabilities</th>
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<td><strong>Scope</strong></td>
<td>Applies to all Schools</td>
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<td><strong>Relationship with other policies</strong></td>
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<td><strong>Owner</strong></td>
<td>Proctor’s Office</td>
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<td><strong>Approving Committee</strong></td>
<td>Learning &amp; Teaching Committee (LTC), Academic Council</td>
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<td><strong>Policy approved date</strong></td>
<td>18 April 2008</td>
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<td><strong>Policy effective from date</strong></td>
<td>2008-09</td>
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POLICY FOR THE ASSESSMENT OF STUDENTS WITH DISABILITIES

Background

The Equality Act 2010 obliges the University to make reasonable adjustments to ensure disabled students (and prospective students) are not placed at substantial disadvantage in comparison with persons who are not disabled. This includes assessment of academic work. Students must register formally with Student Services to have these adjustments put in place.

Registering

Students with a disability or long-term medical condition which is covered by the Equality Act 2010 must register with Student Services. Informing the School or Department directly is not sufficient for arrangements to be made. A student who declares a disability or long-term medical condition on entry to the University and requires academic arrangements will be required to meet with a Disability Adviser in Student Services. The Disability Adviser will access and consult evidence gathered from an appropriate individual or organisation before identifying the arrangements which need to be implemented in all aspects of the student’s academic studies.

Evidence

The student must provide current evidence to Student Services of their disability or medical condition, from a medical or specialist service eg RNIB. Students with Specific Learning Disabilities such as Dyslexia, Dyscalculia must submit a report from an Educational Psychologist, which must be dated not more than 2 years prior to first matriculation.

Information of previous allowances from other Academic institutions or examining board eg SQA whilst helpful will not in themselves guarantee the same arrangements.

Procedures

Once academic arrangements have been identified by Student Services it is their responsibility to ensure that Schools and the Examinations Office are made aware of this information immediately via the Evision/MMS. The student will also be advised of their arrangements from Evision

Arrangements will fall into various categories:

- Extra time
- Individual exam room
- Use of a computer/assistive technology
- Use of a scribe/reader/transcription
- Adapted exam paper-eg font size, colour of paper etc
- Other arrangements eg secretarial chair

These arrangements will apply where practicable to all formal timed assessments eg examinations, class tests.

Any disputes brought by students over arrangements should be referred to the Dean of the Faculty, who will take advice from all interested parties.
Implementation

Arrangements for examinations at the end of each semester will be implemented in accordance with the current guidance from the Examinations Office. Support and advice will be given by Student Services where appropriate.