



leeds metropolitan university

# **Academic Principles and Regulations**

## **Section C10: Disabled Students and Students with Specific Learning Difficulties**

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## **SECTION C10: DISABLED STUDENTS AND STUDENTS WITH SPECIFIC LEARNING DIFFICULTIES**

### **REGULATIONS**

#### **C10.1 Application**

##### **C10.1.1 Assessment**

“Assessment” shall be taken to mean any form of assessment as defined in Section C6: Conduct of Assessment, and shall include formal examinations.

##### **C10.1.2 Disabled Student**

A “disabled student” is any student who comes within the current definition of disability outlined in the Disability Discrimination Act 2005 and the Equalities Act 2010 and who has disclosed their disability with the University. This includes students who may:

- already be disabled when they apply to our University
- become disabled after their programme has started
- become aware of an existing disability after their programme has started
- become disabled temporarily by accident or illness.

##### **C10.1.3 Alternative Assessment Contract**

An alternative assessment contract is a statement of:

- the methods of assessment to be used
- the alternative arrangements for the assessment.

These are agreed, as appropriate, between:

- Disability Services staff
- the student in question
- the Faculty

#### **C10.2 Request for Alternative Assessment Arrangements**

##### **C10.2.1 Entitlement**

A disabled student, or a student with specific learning difficulties, shall have the right to request alternative arrangements for, or methods of, assessment. In the first instance, requests for alternative arrangements should be made to Disability Services.

##### **C10.2.2 Timing of the Request**

Requests for alternative assessment arrangements should, where possible, be made prior to

admission, but may be made at any time during the student’s course of study. Post-admission requests for alternative assessment arrangements may take longer to implement than pre-admission requests.

##### **C10.2.3 Registration of Disability**

All students requiring alternative arrangements must first be registered with Disability Services.

##### **C10.2.4 Academic Rigour**

Such an alternative form of assessment must be:

- consistent with academic rigour, professional requirements and equity with respect to other students
- acceptable to Course staff.

#### **C10.3 Responsibilities of Students**

##### **C10.3.1 Registration**

It is the responsibility of the student to register with Disability Services in order that alternative arrangements can be made.

##### **C10.3.2 Timescales**

Requests for alternative assessment must be made within the timescales specified in the Guidance issued by the Registrar and Secretary’s Office.

##### **C10.3.3 Evidence**

It is the responsibility of the student to provide such evidence as may be necessary for an assessment of their needs to be made [See Section C10.4.2].

#### **C10.4 Responsibilities of Disability Services Staff in respect of Learning Contracts**

##### **C10.4.1 Assessment**

After a request for a reasonable adjustment has been made, Disability Services staff will make a full assessment.

##### **C10.4.2 Evidence**

Alternative assessment can only be agreed if there is:

- medical evidence in the case of a physical or sensory impairment, mental ill health or medical condition.
- a psychologist’s report recommending such provision in the case of dyslexia.

##### **C10.4.3 Endorsement of Request**

Following this, Disability Services staff will:

- endorse the request to the Dean (or Associate Dean) to allow alternative assessment

- provide the Dean (or Associate Dean) with a draft alternative arrangements contract for consideration.

### **C10.5 Responsibility of Dean (or Associate Dean)**

#### **C10.5.1 Delegation of Implementation**

If a Dean (or Associate Dean) delegates responsibility for the implementation of:

- alternative methods of assessment and
- appropriate arrangements for assessment this shall be to a designated member of staff within the Faculty

#### **C10.5.2 Meeting the Request**

The Dean (or Associate Dean) is responsible for determining the extent to which the request can and should be met.

Requests for alternative assessment methods or arrangements shall not be unreasonably refused.

#### **C10.5.3 Informing the Student**

The Dean (or Associate Dean) should inform the student (as appropriate) of:

- whether the request will be met
- any modes of assessment which are unreasonable on academic or professional grounds

Any unreasonable requests will be discussed with Disability Services and the student for resolution.

#### **C10.5.4 Arrangements for Alternative Assessment**

The Dean (or Associate Dean) is responsible for ensuring that the agreed:

- method of assessment and
- arrangements for assessment are fully implemented.

#### **C10.5.5 Other Forms of Assessment**

The Dean (or Associate Dean) is responsible for ensuring that any prescribed assessment other than written or practical assignments and examinations e.g. group work, presentations, field trips or placements:

- are discussed with disabled students at appropriate points throughout their programme of study and
- agreed alternatives are arranged where necessary.

#### **C10.5.6 Notification to the Board of Examiners**

The Dean (or Associate Dean) is responsible for notifying the Chair of the Board of Examiners or Examination Committee of:

- any alternative methods of assessment or arrangements for assessment and
- the student(s) to whom these apply.

### **C10.6 Assessment after the Event**

#### **C10.6.1 Limitations on Seeking Assessment after the Event**

A disabled student or a student with specific learning difficulties shall not be permitted to seek reasonable adjustment after the event:

- when the student, without good reason, has not previously requested that alternative arrangements be put in place.

### **C10.7 Requests in respect of Extenuating Circumstances**

#### **C10.7.1 Precluded Requests**

Provided that the agreed reasonable adjustment arrangements have been fully implemented:

- a student shall not normally be permitted to request further extenuating circumstances to be taken into account where these relate to the disability for which these arrangements were made.

#### **C10.7.2 Non-precluded Requests**

Circumstances in which a request for consideration of extenuating circumstances to be taken into account are not precluded are where:

- any mode of assessment is not covered by an alternative arrangement
- the agreed method of assessment or arrangements for assessment have not been fully implemented.

### **C10.8 Confidentiality**

#### **C10.8.1 Requirements for Confidentiality**

Medical evidence and/or a psychologist's report will be treated confidentially.