

Procedures for Consideration of Additional Examination Arrangements in Respect of Disability

- 1.1. These procedures are prescribed by the Senate, in accordance with the Academic Regulations and College Examination Regulations
- 1.2. They cover additional assessment and examination arrangements for individual candidates registered as students of the College who have physical, mental or sensory impairments (whether temporary or permanent) or specific learning difficulties.
- 1.3. Imperial College, in alignment with the Equality Act (2010), accepts the Social Model of Disability. This means that in preference to a focus on individual impairments, it is more appropriate to address the social barriers or difficulties

2.3. A prospective student with a disability or specific learning difficulty should be encouraged to declare this at the time of application to the College. This will allow consideration to be given to (a) whether the College can meet the applicant's needs to undertake and complete the programme (taking into account the College's obligations under relevant legislation), taking into account the applicable competence standards, and (b) whether, in the case of professional registrable qualifications, the applicant meets the requirements for 'fitness to practise' in those professions. The procedure for this is set out in <http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters-statutes-ordinances-and-regulations/policies-regulations-and-codes-of-practice/fitness-to-practise/> on the College website.

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3. Procedure for determination of additional examination arrangements

- 3.1. All applications for additional examination arrangements, including supporting documentation, shall be made on behalf of the student by the relevant Departmental Disability Officer (DDO).
- 3.2. Where the DDO requires additional advice the Disability Advisory Service will inspect the applicant's evidence to determine as to whether or not there is sufficient basis for the application. The Disability Advisory Service may consult the Imperial College NHS Health Service or other professionals for specialist advice. Where necessary the Disability Advisory Service can support the student to obtain further evidence. The application will then be returned to the DDO for submission to Registry.
- 3.3. Each application shall then be processed by Registry, and the decision communicated to the student and DDO. The Registry may seek additional advice from the Disability Advisory Service before making a decision.
- 3.4. The Director of Student Support, may, at his/her discretion, reconsider a decision on an application from an individual candidate in cases where: (a) an applicant requests such reconsideration and provided evidence in support of his/her application which s/he was unable, or for good reason, unwilling to divulge before the Registry reached its decision; (b) where there is evidence of administrative or procedural error.
- 3.5. An appeal may be made in writing and lodged with the Academic Registrar within 14 days of the notification to the candidate of the decision by Registry. The Director of Student Support (or other person designated by him/her) shall consider the appeal and is authorised to vary any special arrangements approved by the Registry, if in his/her view, the decision by the Registry was not rational or reasonable.

4. Principles and guidelines for additional arrangements

- 4.1. The principles stated in paragraph 1.4 above shall guide Registry in making decisions about additional examination arrangements.

may be built in to a practical examination schedule, or other practical assistance provided.

- iii. Additional examination arrangements to help a candidate with a specific learning difficulty shall normally be in the form of additional time. This allows the candidate more time to formulate an answer, physically reproduce this, check for sense and meaning, and if necessary copy out a revised final version. The use of word-processing facilities (PCs/laptops), and readers or scribes will be permitted in addition to extra time if recommended by the relevant professionals (see 2.7 above)

5. Notification of additional arrangements and record-keeping

- 5.1. Registry shall notify the candidate in writing of the outcome of an application for additional examination arrangements. Records of all additional examination arrangements shall be kept on file.
- 5.2. A request for additional examination arrangements on the basis of a permanent disability, including specific learning difficulty, shall be approved for the duration of the student's studies. In the case of fluctuating conditions (to be determined by the Disability Advisory Service), such provision shall be approved case by case and subject to annual review. In the case of temporary

made, further extra time may be provided in compensation for the disturbing effects both of the illness and any disturbance due to the ending of the other candidates' examination.

- 6.5. A candidate who is unable to write may use an amanuensis or technological aid, as is most appropriate both to the candidate and to the examination s/he is taking.
- 6.6. An amanuensis shall know enough about the subject of the examination to be familiar with the required terms and vocabulary but shall not be an expert. S/he must be entirely disinterested. If a disinterested person cannot be found, there must also be an invigilator present. Appropriate additional time shall be permitted for dictation, and for certain examinations and/or medical conditions, or where the amanuensis is unfamiliar with the terminology, it may be appropriate to allow further additional time. For parts of certain examinations (e.g. languages, engineering) the use of an amanuensis may not be appropriate. In such cases it may be possible to arrange for the candidate to write the answers to these parts him/herself (with additional time where appropriate) and dictate only the essay-style answers.
- 6.7. All candidates who require to use a personal computer to type his/her answers shall use a machine provided and checked by the department/division before use in the examination room.
- 6.8. Where there is concern regarding the legibility of a candidate's handwriting following an examination, a scribe or use of a keyboard can be recommended by a diagnostic assessor. In such cases, the candidate shall dictate the completed script to a typist under supervision. The typed version shall correspond line for line and page for page with the original and both the original script and the transcription should be returned to the examiners for marking.

Approved by Senate
December 2015

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Appendix A – requirements for a full diagnostic assessment report for specific learning difficulty

For the purposes of paragraph 2.6 of the Procedure, a full diagnostic assessment report should be

A specialist tutor assessor with a PATOSS practicing certificate

Reports for Registry should be forwarded to the Disability Advisory Service marked 'Strictly Confidential'. Such reports shall be used only for the purposes of assisting a student in the provision of reasonable adjustments including additional examination arrangements. These reports shall be retained by the Disability Advisory Service, and shared with others only in order to ensure the provision of required additional examination arrangements.