Academic Support
Specialist support for students with Specific Learning Difficulties (SpLDs) including dyslexia, dyspraxia, AD(H)D and dyscalculia

Student Services Centre
Portland Building
Tel: 0115 823 2070 (option 3)
www.nottingham.ac.uk/academicsupport
dyslexia-support@nottingham.ac.uk
Academic Support
We provide a personal and practical approach to academic study and allow opportunities for any student registered with the University of Nottingham to develop their learning strategies. We also provide specialist academic support for students with Specific Learning Difficulties (SpLDs) such as dyslexia, dyspraxia, ADHD or dyscalculia.

At your first meeting with an Academic Support (AS) tutor you can discuss:
- On-going academic support for your studies
- Alternative exam arrangements
- Academic Referral Forms
- Library access cards
- The Disabled Students’ Allowance

On-going support/specialist tuition
Academic Support is student-centred; during your appointments you will be able to discuss what is appropriate for you with the tutor. It can include developing strategies for:
- studying (note-taking, active reading, question analysis, proof reading strategies, memory support)
- academic writing (planning and structuring writing for essays, reports, and dissertations)
- revision and exams
- presentations
- clinical placements and practical exams
- time management and organisation

It is your responsibility to make the initial contact.
Book an appointment by calling into the Student Services Centre, Portland Building or phoning on 0115 823 2070 (option 3).
Academic Support staff are also available on certain days at the Sutton Bonnington, Jubilee, Derby, Mansfield, and City Hospital sites.

Alternative Examination Arrangements (AEAs)
In line with the requirements of the Equality Act (2010) the University will make appropriate adjustments to exam arrangements to minimise the impact of a student's disability on their performance in assessments.
Specific evidence, such as a copy of a report from an educational psychologist or specialist teacher, is necessary before AEAs can be made. If you have not provided this already please let us have it as soon as you can. If you do not have evidence of your SpLD please contact Academic Services and discuss what to do next.
If you have already provided a copy of your evidence, we will ensure you have 25% extra time in all of your written exams. Any other arrangements (for example use of a pc) **must** be discussed with an AS tutor.

If you have AEAs you will not be seated in the main exam hall. Your timetable, which gives details of the date, time, and location of your exam, will be delivered through your portal. Please check it carefully and contact the exams office directly (**examsoffice@nottingham.ac.uk**) if there are any problems.

AEAs remain in place throughout your time at the University. If you move from an undergraduate to postgraduate course, you will need to contact Academic Support so that the arrangements can be transferred to your new course. This is necessary even if you have had adjustments to examination arrangements at a previous institution.

Further information on AEAs are on the university website at: [http://www.nottingham.ac.uk/academicservices/currentstudents/examinations/adjustmentstoexaminationarrangements.aspx](http://www.nottingham.ac.uk/academicservices/currentstudents/examinations/adjustmentstoexaminationarrangements.aspx)

**Stickers**

Students with dyslexia, dyspraxia and other SpLDs may use a sticker provided by the examinations office to label their answer books. This advises the marker not to penalise errors in spelling, punctuation, untidy handwriting or clumsiness of expression (see [http://www.nottingham.ac.uk/studentservices/documents/markingguidelinesfordyslexicstudentsinexaminations.pdf](http://www.nottingham.ac.uk/studentservices/documents/markingguidelinesfordyslexicstudentsinexaminations.pdf) for details).

The invigilator will have a supply of stickers; if you would like to use one, please ask. However, you do not have to use a sticker.

**Taking an exam on a pc**

All of your examinations will take place in a computer room. You will have a copy of the question paper and an answer booklet which can be used for rough working or any answers you need to write by hand.

Please save your work to the desktop at regular intervals.

At the end of the exam the invigilator will generally print out your answers and then save them to a shared drive. Please make sure that you are happy the document has been saved properly.

If there is a problem with the printer in the computer room, the invigilator will save your work to the shared drive and print it off in the Exams Office.
Rest Breaks
Rest breaks are usually 10 or 15 minutes per hour but this can be divided into shorter periods if that works best for you. Rest breaks are strictly ‘pen down’ time during which you are not allowed to write or jot down anything.

If you use rest breaks you must let the invigilator know you are taking a break. You may not add a rest break to the end of the exam.

Readers/Scribes
If you need to use a reader or scribe for your exam you will take your exams in a separate room in the presence of an invigilator. A suitable reader or scribe will be contacted by us and they will get in touch with you prior to the exam to arrange a practice session. This is really important as it will give you an opportunity to find the best way of working together with your reader or scribe.

If you decide you no longer need a reader or scribe, please let us know.

Academic Referral Forms (ARFs)
These forms provide your School or Department with information about any reasonable adjustments you may need to allow you to demonstrate your full ability on your chosen course.

Please discuss your ARF with your AS tutor. You should consider whether you need:
- Extra time in timed class tests
- Extensions to deadlines

You must talk to your School or Department each time you want an extension. Please note that extensions are NOT automatic, and some Schools have a policy of not allowing them.

Library Access Cards
These cards can permit extensions to loan periods or extra books where necessary. They do not exempt you from paying library fines or from returning books that have been recalled for others to use.

If you do not receive a card at your first meeting with an AS tutor, please call into the Student Services Centre, Portland Building, a few days later to collect it.

Disabled Students’ Allowances (DSA)
Where you have appropriate evidence AS tutors can assist you in applying for a DSA. They can also help if new evidence is required. For further information about DSAs please see: www.direct.gov.uk/dsa