Dear Student,

We hope that this email finds you well. We find ourselves in challenging times and we are aware that the change to on-line learning and the format of forthcoming assessments will present you with additional challenges. In this email we wanted to offer you some clarity about how students with Support Plans will be supported during their assessments and to remind you that the Disability Support Services team remain available to you to discuss these changes and how you might prepare for them further.

**Forthcoming Assessments.**

The University has prepared contingency plans for the forthcoming assessments such that they are as inclusive as possible by design. The Disability Support Services team has worked closely with our academic colleagues to ensure this. The reasonable adjustments that have been put in place take into account the format of the assessments you are being asked to complete, particularly as these assessments may be different to others you have previously completed.

Your School may have already contacted you via email to let you know about the arrangements for your forthcoming assessments. If this is the case, the advice given by your school takes precedence.

**Please monitor your School Moodle page for up to date information.**

The University is using 3 main formats of assessment. The format you are being asked to complete has been agreed at Faculty level/by the Faculty Associate Pro-Vice Chancellors and approved by the relevant University committees.

1. **Rogo assessments.**
   If your assessments have been scheduled via Rogo and you have a Support Plan that includes a reasonable adjustment of extra time, you will have access to up to 50% extra time.

   For example,
   Original duration of the assessment = 1 hour
   Extra time for all students = 1 hour, to compensate for any technical issues that may need to be overcome.
   Additional 50% extra time for students with a Support Plan that includes a reasonable adjustment of extra time = 1 hour
   Therefore, the total time available = 3 hours.

2. **Open book exams.**

   **5 day open book exams:**

   If your assessments have been scheduled as 5 day open book exams and you have a Support Plan that includes a reasonable adjustment of extra time, you will have access to an additional 3 days for each assessment. Therefore, you will have a total of 8 days to complete the assessment. The expectation is not to work solidly
throughout this time but to ensure you have sufficient time to prepare, write and edit your answers before submission.

7 day open book exams:

If your assessments have been scheduled as 7 day open book exams and you have a Support Plan that includes a reasonable adjustment of extra time, you will have access to an additional 3 days for each assessment. Therefore, you will have a total of 10 days to complete the assessment. The expectation is not to work solidly throughout this time but to ensure you have sufficient time to prepare, write and edit your answers before submission.

Support session:

If you would like to discuss strategies to help you manage this format of assessment, please contact your Disability Adviser or Specialist Study Support Tutor. If your Adviser or Specialist Study Support Tutor is out of the office please email disability-supportservices@nottingham.ac.uk and we will ensure someone is available to advise you.

3. Presentations.

If your assessments include a presentation which you need to present live or pre-recorded and you have a Support Plan that includes a reasonable adjustment of extra time, you can ask for up to an additional 3 days to complete the assessment.

Coursework Extensions.

Please monitor your School Moodle page for up to date information.

If you have a coursework submission prior to the start of the assessment period on Monday 18th May, and you would like to request an extension to your deadline, please follow the steps below:

How do I access coursework extensions?

If you have a Support Plan one of the recommended accommodations is that extensions to coursework deadlines, if possible, should be allowed on request. Please read the ‘Guidance notes’ prior to completing the form. Complete the following steps:

1. Read the Guidance notes.
2. Complete a Coursework Extension Request Form.
3. Please monitor your School Moodle page for up to date information.
4. Submit the completed form to studentservices@nottingham.ac.uk before the original deadline.
5. No supporting documentation is needed. This form can only be used for one extension per assessment.

If you require an additional extension to a piece of coursework with an existing extended deadline, please follow the Extenuating Circumstances procedure.

Looking after your Wellbeing:
It’s important that we all pace ourselves in the situation we currently find ourselves in and take time to look after our wellbeing. You may find it useful to visit the following page on the University’s website and access some of the resources:

https://www.nottingham.ac.uk/currentstudents/healthyu/looking-after-your-mental-health-during-the-coronavirus-outbreak.aspx. This page is regularly updated.

We hope that the above provides you with helpful information and please continue to access our support during the coming weeks and months. If there are additional circumstances affecting your studies which your School or Department needs to be aware of, please refer to the Extenuating Circumstances procedure https://www.nottingham.ac.uk/studentservices/services/extenuating-circumstances.aspx.

We continue to be available to support you in as many ways as we can as we all work remotely. If you have any queries about anything mentioned above or you would like to access some additional support, please contact either your Disability Adviser or Specialist Study Support Tutor directly or email disability-supportservices@nottingham.ac.uk. We hope that you stay well and make sure that you enjoy some time away from your studies during the vacation period.

Best wishes,

Disability Support Services.