

How to share documents via NottinghamHub - help document for applicants and students.

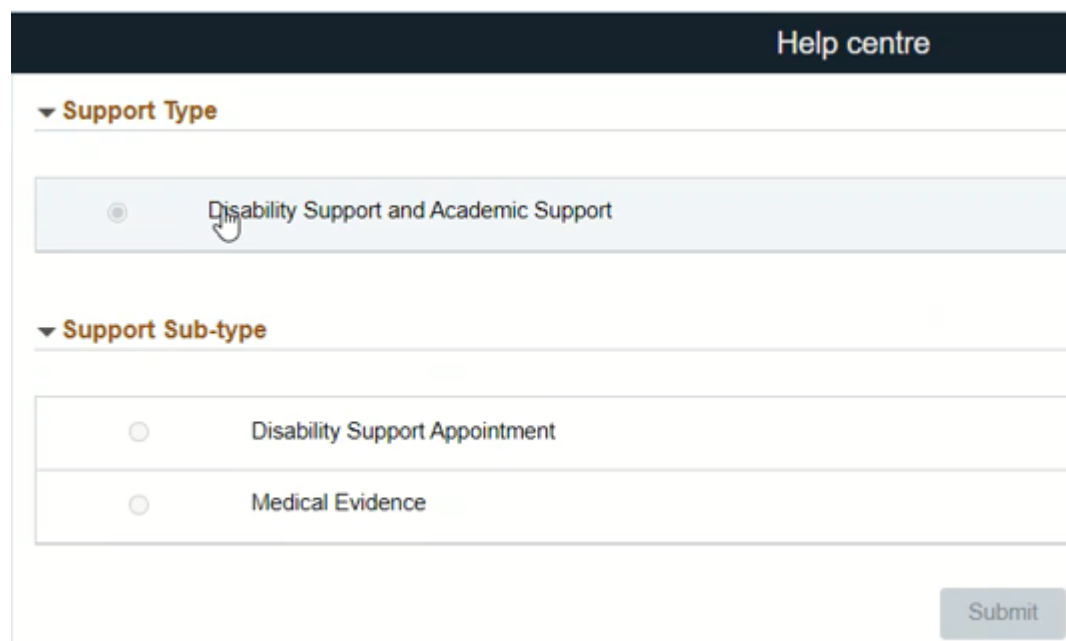
Go to NottinghamHub: hub.nottingham.ac.uk

Select Help centre



Select support type: Disability Support and Academic Support

Select support sub-type: Medical Evidence

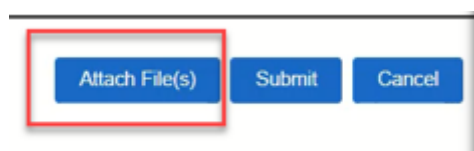
A screenshot of the "Help centre" form. The form has a dark blue header with the text "Help centre". Below the header, there are two sections: "Support Type" and "Support Sub-type". Under "Support Type", there is a radio button selected next to "Disability Support and Academic Support". Under "Support Sub-type", there are two radio buttons: "Disability Support Appointment" and "Medical Evidence". A "Submit" button is located at the bottom right of the form.

In the Summary section: please name your disability/medical condition/or query.

In the Details section: you can raise a query, ask a question or tell us what exam arrangements you require.

Then attach files. We do require supporting medical evidence for alternative exam adjustments.

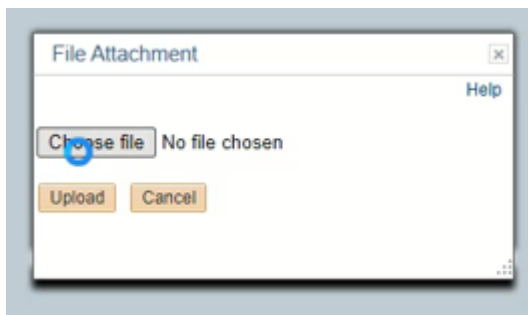
Select Attach File(s)



Select Attach



Select Choose file



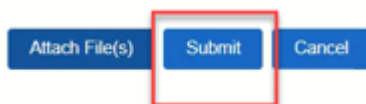
- Find your document on your computer/file store/document folder
- Repeat to attach a second document
- Or combine your documents into one pdf and upload
- File size is limited to around 4MB
- If the file name is too long, it will fail to upload the document
- All documents must be English

Select Done

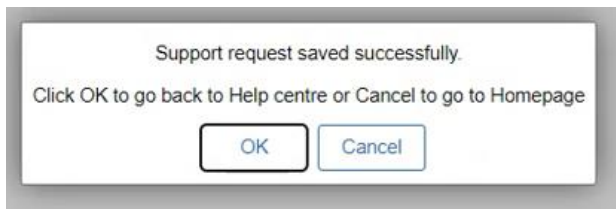


You will be returned to the main page

Select Submit



Request is successfully submitted



Your support request will then be available to view by the Disability Support Services Team only.

Either a Disability Adviser or Specialist Study Support Tutor will review the documents you have shared. They may be able to confirm your Alternative Exam Adjustments (AEAs) and activate your Support Plan or they may wish to arrange an appointment to discuss it further. If so, they will be in contact via email.

Once your Support Plan is confirmed, you will receive email confirmation and you will also be able to view the arrangements in NottinghamHub.

Select Support arrangements

