Support for students with Support Plans during June 2021 online assessment period (Covid-19 specific adjustments).

For all disabled students, including those with Specific Learning Differences, exam adjustments have been set up for when the University of Nottingham is able to deliver exams on campus. Unfortunately, with a few exceptions, on-campus exams have not been possible during academic year 2020-2021 due to Covid-19 restrictions.

Instead, the University will be using timed online assessments during the June 2021 exam period. The University has carefully planned this assessment period to be inclusive for disabled students. This document aims to help you understand how your timed online assessments will be adjusted to take account of any exam adjustments set up in your Support Plan.

**Format of June 2021 online assessments**

Academic Schools are using two main methods of assessment in June, both of which are timed and undertaken ‘at home,’ using IT platforms designed for this purpose. The formats are:

- short timed online assessments (Rogo and Moodle see below)
- longer timed online assessments lasting for 24 hours or more (Moodle see below).

Please check the Moodle page of your Academic School for up-to-date information about your assessments. Your School should be able to advise if you have specific enquiries.

You can also contact your Student Service Centre teams directly, using the details below:

- Faculty of Arts (CLAS and English) and Faculty of Social Sciences: ss-assessments-UPC@nottingham.ac.uk
- Faculty of Arts (School of Humanities): ss-assessments-UPW@nottingham.ac.uk
- Faculty of Engineering: ss-AssessEng-UPE@nottingham.ac.uk
- Faculty of Science: ss-AssessSci-UPE@nottingham.ac.uk
Please note that the Disability Support Services team does not hold information regarding assessment schedules and submission times. We kindly ask therefore that you contact your School or Student Service Centre team directly for assessment scheduling information.

Short timed online assessments on Rogo and Moodle.

If you have been scheduled a Rogo or shorter timed Moodle assessment and you have a Support Plan that includes any amount of extra time for exams (e.g. 25%) and/or rest breaks (of any length), your adjustment will be 50% extra time. Your additional time is inclusive of any rest breaks you may need to take. You will need to manage your own rest breaks within this time. These will not be monitored.

This blanket extra time of 50% is designed to be as inclusive as possible to meet the needs of the students with Support Plans.

Where the 50% applies this will be calculated and added after the standard 30 minutes that all students are given to take account of IT issues and upload time.

Example

Original duration of the assessment = 1 hour
IT issues and upload time = 30 mins
Total = 1 hour 30 for all students

Additional 50% extra time = 45 mins
Total time available = 2 hours 15 mins
**Longer timed online assessments of 24 hours duration or longer on Moodle.**

Moodle online assessments may last for 24 hours, 48 hours, 72 hours or 5 working days.

If you have been scheduled a Moodle assessment of a duration of 24 hours or longer, and you have a Support Plan that includes any amount of extra time for exams (e.g. 25%) and/or rest breaks (of any length), your adjustment will be at least 50% extra time. In these cases there is no additional time for IT issues and uploading, as this has already been factored in.

The adjustment of 50% will be applied to each online assessment. It is important to note that these long assessments do not require students to work for the full duration of time permitted and the following principles apply:

- You should prepare for the assessment in the same way as for in-person timed exams (i.e. revising in advance)
- You should not use the time during the assessment to undertake research
- The amount of active working time required for the assessment will be outlined by the School and students with 50% extra time should expect to work 50% longer than the standard working time (e.g. for an assessment that expects two hours of working for most students, you should plan to spend three hours working).

**Assessment Windows versus Active Working Time on assessments**

The total amount of time spent on the assessment should be no more than the recommended length of the assessment according to the rubric (e.g., 3 hours plus 50% extra time = 4.5 hours). You will have the flexibility to manage this working time across the assessment window and to take rest breaks as required.
You should expect to see the updated deadlines for each assessment in Moodle or receive correspondence from your School regarding your submission times, one week before the scheduled start of each assessment. Good practice principles have been agreed across the University to ensure that working hours are between 9 a.m. and 6 p.m.

Here are examples for the four assessment lengths that may be used:

<table>
<thead>
<tr>
<th>24 hours assessments:</th>
<th>48 hours assessments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1: Assessment released at 11.00 a.m.</td>
<td>Day 1: Assessment released at 11.00 a.m.</td>
</tr>
<tr>
<td>Day 2: Standard submission at 11.00 a.m.</td>
<td>Day 3: Standard submission at 11.00 a.m.</td>
</tr>
<tr>
<td>Day 2: Standard + 50% extra time support</td>
<td>Day 4: Standard + 50% extra time support</td>
</tr>
<tr>
<td>plan submission at 4.00 p.m. (+5 working</td>
<td>plan submission at 11.00 a.m. (+9 working</td>
</tr>
<tr>
<td>hours)</td>
<td>hours)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>72 hours assessments:</th>
<th>5 day assessments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1: Assessment released at 11.00 a.m.</td>
<td>Day 1: Assessment released at 11.00 a.m.</td>
</tr>
<tr>
<td>Day 4: Standard submission at 11.00 a.m.</td>
<td>Day 5: Standard submission at 11.00 a.m.</td>
</tr>
<tr>
<td>Day 5: Standard + 50% extra time support</td>
<td>Day 8: Standard + 50% extra time support</td>
</tr>
<tr>
<td>plan submission at 4.00 p.m. (+14 working</td>
<td>plan submission at 11.00 a.m. (3 working</td>
</tr>
<tr>
<td>hours)</td>
<td>days)</td>
</tr>
</tbody>
</table>

Please note:

- **Saturday is included as a working day during the June 2021 exam period**
- Timed online assessments will be released at times that minimise the opportunity for additional days or weekends beyond those already included.
- Actual submission dates/times should be shown in Moodle up to 5 days before the start of the assessment.
Overlapping online assessments and online assessment submission date clashes

As long assessments of 24 hours or more do not require students to work for the full assessment window, it is possible for students to have overlapping assessments. An ‘Assessment Window’ should be significantly longer than the ‘Active working time’ required for the assessment. If you have a query about overlapping assessments or submission date clashes, please contact your School or Student Service Centre teams directly for advice.

Disability Support Services will not be able to advise you on these issues.

If you have two online assessments with the same submission date you can apply for an extension for one of the assessments. If your online assessment is 24 hours, then you will be offered 1 extra day. For online assessments of 48 hours, 72 hours or 5 days you will be offered an extra 2 days to submit your assessment. If you have more than two online assessments with the same submission date, then you can apply for an extension for two of the assessments.

If you notice a clash of submission dates, and you do not think that you will be able to complete multiple exams within that same period, you should contact the Student Services Assessment Team by completing the form found at: https://www.nottingham.ac.uk/studentservices/contact-us/index.aspx

Accredited 24-hour online assessments

If your 24-hour assessment has associated external body accreditation requirements adjustments will have already been made and no further adjustments can be made. Please check the information provided by your School for your specific arrangements.

Exam ‘stickers’
If you usually have an exam ‘sticker’ applied to a handwritten exam taken on campus, these will not be applied to online assessments. These are used to ensure students who need them are not penalised by markers for errors in spelling and punctuation, untidy handwriting or poor expression in English. We can give you support and advice on how to manage this, if this is a concern for you.

If you are asked to hand write any of your answers your work will be marked taking note of this adjustment, which is on your Support Plan.

**Complex support plans**
If this arrangement does not look like it will meet your needs given your existing Support Plan, please contact your School and/or the team here at Disability Support Services as soon as you can. We can explore what will work for you.

**MyNottingham**
You can view your Support Plan, including your current exam arrangements as follows:

- Log in to MyNottingham
- Click on the 'Support' icon at the top of the screen.
- Find ‘My support arrangements’ towards the bottom of the page

**Specialist support sessions**
We continue to be available to support you in as many ways as we can. If you have any queries about anything mentioned above or 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 Disability Adviser or Specialist Study Support Tutor is out of the office please email Disability Support Services and we will ensure someone is available to advise you.

All students are of able to access resources available from the Student Academic Skills team, found here.

**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:


We hope that the above information is helpful.

Disability Support Services.