Support for students with Support Plans during January 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 can deliver on-campus exams. Unfortunately, this can’t happen in January 2021 due to Covid-19 restrictions.

Instead, the University will be using timed online assessments during January 2021. 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 January 2021 online assessments**

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

- short timed online assessments
- longer timed online assessments lasting for 24 or more hours.

We recognise these may be unfamiliar to you.

We have set out below the general principles that have been agreed across the University. You may have specific questions about your assessments, for example, how they are administered and when they will take place. Please check the Moodle page of your Academic School for up-to-date information and approach your School with specific enquiries.

You can also contact your Student Services Centre teams directly:

University Park Central ss-assessments-UPC@nottingham.ac.uk
University Park West ss-assessments-UPW@nottingham.ac.uk
University Park East ss-assessments-UPE@nottingham.ac.uk
QMC ss-assessments-QMC@nottingham.ac.uk
Jubilee Campus ss-assessments-JC@nottingham.ac.uk
Sutton Bonnington Campus ss-assessments-SB@nottingham.ac.uk
1. 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 meet the needs of the majority of 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.

For 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.

2. 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 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. You are not expected to work solidly throughout this time but to ensure you have enough time to prepare, write and edit your answers before submission. As noted above, there is no additional time for rest breaks; if these
have been recommended to you, you will need to make sure that you take breaks within your allocated time. Rest breaks will not be monitored.

Your Academic School will advise you on timings and the application of your adjustment so that you know when your assessment will start and finish. However, good practice principles have been agreed across the University; for example, the 50% extra time is calculated within the working hours of 9 a.m. and 6 p.m. and the extra time is sometimes ‘rounded up’ for simplicity.

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

24 hours assessments:

Day 1: Assessment released at 11.00 a.m.
Day 2: Standard submission at 11.00 a.m.
Day 2: Standard + 50% extra time support plan submission at 4.00 p.m. (+5 working hours)

For 48 hours assessments:

Day 1: Assessment released at 11.00 a.m.
Day 3: Standard submission at 11.00 a.m.
Day 4: Standard + 50% extra time support plan submission at 11.00 a.m. (+9 working hours)

For 72 hours assessments:

Day 1: Assessment released at 11.00 a.m.
Day 4: Standard submission at 11.00 a.m.
Day 5: Standard + 50% extra time support plan submission at 4.00 p.m. (+14 working hours)

For 5 days assessments:

Day 1: Assessment released at 11.00 a.m.
Day 5: Standard submission at 11.00 a.m.
Day 8: Standard + 50% extra time support plan submission at 11.00 a.m. (3 working days)

Timed online assessments will be released at times that minimise the opportunity for additional days or weekends beyond those already included.

**Online assessment submission date clashes**

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.

As soon as you notice the clash of submission dates 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
All students will see their online assessment schedule appear in MyNottingham mid-December. Those students with extra time for exams in their Support Plans should expect that their assessment submission times will update before the end of December.

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.

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.