



**University of
Nottingham**
UK | CHINA | MALAYSIA

Evidence Policy for Disability & Specific Learning Differences

From 2023/24 Academic Year

To access adjustments and support for disability and Specific Learning Differences (SpLDs), the University of Nottingham requires evidence that establishes an individual has a condition or impairment that has a significant impact on daily living and has continued, or is likely to continue, for 12 months or more (Equality Act 2010). When such evidence is provided the University has an obligation under the Equality Act to ensure appropriate reasonable adjustments have been made for the individual.

To share their evidence, applicants and current students are required to upload a copy of their evidence to NottinghamHub along with a Your Essential Information Form (YEIF) - see our web page for guidance and access to the EIF: [submitting your evidence](#). On receipt of these items the Disability Support Services team will review the documents, contact the applicant or student and put in place the appropriate adjustments, called 'accommodations.'

NB All documentation must be provided in English. If a translation is required, it is the individual's responsibility to arrange this with an accredited professional translation service.

Formal evidence

We encourage all individuals to seek full 'formal' professional statements or assessment reports so that as much information as possible is available to understand the individual's condition/s and subsequent effects. Formal evidence also gives home status applicants and students eligibility for Disabled Students' Allowances (DSA) and access to a range of equipment and non-medical helper assistance, as appropriate. International students are also able to access DSA equivalent support from the University of Nottingham on provision of appropriate formal evidence.

Formal evidence will be from a suitably qualified medical practitioner, such as a GP, consultant, or specialist nurse, or a specialist educational assessor. Formal evidence will show that a long-term health condition, mental health issue, SpLD or disability has lasted, or is likely to last, for more than 12 months.

The range of formal evidence is outlined below and on our website: [submitting your evidence](#).

Other evidence

We can provide limited support based on documentation that indicates an applicant or student has experienced difficulties in previous settings and/or previous support arrangements have been put in place for them. This documentation is not evidence of an SpLD or disability and formal evidence would need to be shared to access any further support.

Evidence for SpLDs, such as dyslexia, dyspraxia, ADHD, ADD and dyscalculia

Formal evidence

For full access to support and reasonable adjustments, as appropriate to the individual, we accept both pre- and post-16 evidence from:

- An educational psychologist, specialist teacher, occupational therapist or equivalent
- An Interim Assessment Report
- Reports from an appropriately qualified medical practitioner
- EHC (Education, Health and Care) Plans

Reports must include appropriate diagnostic information of the assessment carried out.

Other evidence

For access to limited support and reasonable adjustments we accept:

- A JCQ 'Access Arrangement' form (a 'Form 8')
- A signed letter or other document from school, college, or previous university outlining any previous test results and/or description of difficulty, plus details of any adjustments made
- A Detailed Assessment of Speed of Handwriting (DASH) report
- A Disabled Students' Allowances needs assessment report
- Results from the Do-It Profiler PLUS recent written confirmation from University of Nottingham academic or welfare staff who know your work stating that your difficulties are having a demonstrably significant impact on your day-to-day life and academic work.

Applicants and current students who have not had a formal assessment for SpLD and would like to find out more about whether they have a Specific Learning Difference, can read our guidance: [screenings and formal assessments](#)

Evidence not accepted

We will not accept the following as suitable evidence of a SpLD:

- A Meares-Irlen Syndrome assessment report
- Results from a screening tool, such as Do-It Profiler or QuickScan

Evidence for long-term health conditions, mental health issues or disability

Formal evidence

For full access to support and reasonable adjustments, as appropriate to the individual, we accept:

- Recent letters and/or clinical notes from medical practitioner consultations, which include diagnosis (name of the condition) and when the condition was identified.
- A completed Student Loan Company DSA medical form, signed by a medical practitioner.
- A completed [Medical Evidence Form](#) signed by a medical practitioner.

Recent screen shots from NHS App of any of the above will be accepted alongside a Your Essential Information Form.

Other evidence

For limited support we accept recent documents of the following:

- An Occupational Health Report.
- Letters from counselling providers or Improving Access to Psychological Therapy (IAPT) services.
- Letters from medical professionals confirming referrals or appointments, discharge notes with diagnosis, or medical sick notes.
- Print out or screen shots of GP and medical consultations, showing diagnosis and timelines
- Letters showing use of secondary health services, such as a Community Mental Health Team or out-patient clinic for a medical condition.
- DSA Needs Assessment Report.
- School EHCP report that clearly shows medical evidence was assessed.

Evidence not accepted

We will not accept the following as suitable evidence:

- Pictures of injuries/health conditions.
- Letters from people who work in the field of complementary health practice, for example Reiki healers.
- The medical evidence of another person, for example a family member.

Pursuing evidence of Autism Spectrum Conditions or ADHD

Individuals pursuing a medical identification of Autism Spectrum Conditions and/or ADHD/ADD can experience an assessment pathway that takes 12 months or more. In this situation we will consider offering limited support and reasonable adjustments with the following evidence:

- Letters from a medical practitioner, such as a consultant, GP or specialist nurse, confirming a referral or appointment for an assessment.

Recent screen shots from NHS App of the above will be accepted alongside Your Essential Information Form.

Evidence type	Support	Eligible for DSA
Specific Learning Differences		
<p>Formal evidence</p> <p>Pre- and post-16 evidence from:</p> <ul style="list-style-type: none"> • An educational psychologist, specialist teacher, occupational therapist or equivalent • An Interim Assessment Report • Reports from an appropriately qualified medical practitioner • EHC (Education, Health and Care) Plans <p>Evidence must include appropriate diagnostic information of the assessment carried out to identify your specific learning difference.</p>	<p>Full access to support and reasonable adjustments for study and exams, as appropriate to the individual.</p>	Yes
<p>Other evidence</p> <p>Documentation indicating significant difficulties have been experienced and/or previous support arrangements have been put in place.</p> <ul style="list-style-type: none"> • A JCQ 'Access Arrangement' form (a 'Form 8') • A signed letter or other document from school, college, or previous university outlining any previous test results and/or description of difficulty, plus details of any adjustments made • A Detailed Assessment of Speed of Handwriting (DASH) report • A Disabled Students' Allowances needs assessment report • Results from the Do-It Profiler PLUS recent written confirmation from University of Nottingham academic or welfare staff who know your work stating that your difficulties are having a demonstrably significant impact on your day-to-day life and academic work. <p>This documentation is not evidence of a Specific Learning Difference.</p>	<p>Limited access to support and reasonable adjustments for study and exams.</p> <p>If more substantial adjustments are needed, we will request that the student provides formal evidence before these are put in place.</p>	No
<p>Evidence not accepted</p> <ul style="list-style-type: none"> • A Meares-Irlen Syndrome assessment report • Results from a screening tool, such as Do-It Profiler or QuickScan 	Support not available	No

Evidence type	Support	Eligible for DSA
Long-term health condition, ASC, a mental health issue or a disability		
<p>Formal evidence</p> <ul style="list-style-type: none"> Recent letters and/or clinical notes from medical practitioner consultations, which include diagnosis (name of the condition) and when the condition was identified. A completed Student Loan Company DSA medical form, signed by a medical practitioner. A completed Medical Evidence Form signed by a medical practitioner. 	Full access to support and reasonable adjustments, as appropriate to the individual and evidence	Yes
<p>Other evidence</p> <ul style="list-style-type: none"> Occupational Health Report A Disabled Students' Allowances Needs Assessment Report Letters from counselling providers or Improving Access to Psychological Therapy (IAPT) services. Print out or screen shots of GP and medical consultations, showing diagnosis and timelines Letters from medical providers confirming referrals or appointments, discharge notes with diagnosis, medical sick notes Letters showing a student is using secondary health services, such as a Community Mental Health Team or out-patient clinic for a medical condition School EHCP report that clearly shows medical evidence was assessed 	<p>Limited access to support and reasonable adjustments for study and exams.</p> <p>If more substantial adjustments are needed, we will request that the student provides formal evidence before these are put in place.</p>	No
<p>Evidence not accepted</p> <ul style="list-style-type: none"> Pictures of injuries/health conditions. Letters from people who work in the field of complementary health practice, for example Reiki healers. The medical evidence of another person, for example a family member. 	Support not available	No

