Accessibility

Academic Support and Disability Support

Specialist support for students with disabilities, long term medical conditions and Specific Learning Differences (SpLDs) including dyslexia, dyspraxia, AD(H)D and dyscalculia

Accessibility, Specialist Services
Cherry Tree Lodge, University Park
Tel: 0115 823 2070
www.nottingham.ac.uk/studentservices/services/accessibility.aspx
disability-support@nottingham.ac.uk
dyslexia-support@nottingham.ac.uk
Accessibility: mission statement
Our mission is to support the university community in creating an inclusive and equitable teaching and learning environment to the benefit of all students. Our specialist service provides student-led support to enable disabled students to flourish as independent learners.

We are here to help you if you are disabled, have a long-term medical condition or a Specific Learning Difference such as dyslexia, dyspraxia or AD(H)D.

Contacting Accessibility
Appointments: come to Specialist Services, Cherry Tree Lodge, University Park or phone 0115 823 2070. We also offer advice by phone, email and video calls.
Other campuses: both Academic Support and Disability Support staff are available on certain days at Sutton Bonington and Jubilee campuses. Academic Support also visit QMC, Royal Derby Hospital and City Hospital sites.

At your first meeting you can discuss:
- Alternative exam arrangements and other reasonable adjustments
- Your Support Plan, taking account of your preferred ways of learning, including covering practical issues
- Disabled Students’ Allowances
- Enhanced library support
- On-going academic support for your studies

Follow-up meetings may explore options for specialist study support.

For more information about what you can expect from meeting with Accessibility, please see our Your Support webpage.

Alternative Examination Arrangements (AEAs)
If you have AEAs you will not be seated in the main exam hall. Your timetable, which gives details of the date, time, and location of your exam, will be available via the Portal (guidance on finding your exam timetable is on the examinations page) or via the MyNottingham app. Please check your timetable carefully and contact the exams office directly (examsoffice@nottingham.ac.uk) if there are any problems.

AEAs remain in place throughout your time at the University. If you move from an undergraduate to postgraduate course, you will need to contact Accessibility so that the arrangements can be
transferred to your new course. This is necessary even if you have had adjustments to examination arrangements at a previous institution.

Further information on AEAs are on the university website at: https://www.nottingham.ac.uk/academicservices/currentstudents/examinations/adjustments/adjustments.aspx

**Stickers**

This advises the marker not to penalise errors in spelling, punctuation, untidy handwriting or clumsiness of English expression. Eligible students will receive a supply of stickers which should be attached to the front of their exam script(s).

The invigilators will still have a supply of stickers but you should take responsibility to bring stickers to your examinations.

**Taking an exam on a pc**

All of your examinations will take place in a computer room. You will have a copy of the question paper and an answer booklet which can be used for rough working or any answers you need to write by hand.

Please save your work to the desktop at regular intervals.

At the end of the exam the invigilator will generally print out your answers and then save them to a shared drive. Please make sure that you are happy the document has been saved properly.

If there is a problem with the printer in the computer room, the invigilator will save your work to the shared drive and print it off in the Exams Office.

**Rest Breaks**

Rest breaks are 15 minutes per hour but this can be divided into shorter periods if that works best for you. Rest breaks are strictly ‘pen down’ time during which you are not allowed to write or jot down anything.

If you use rest breaks you must let the invigilator know you are taking a break. You may not add a rest break to the end of the exam.

**Readers/Scribes**

If you need to use a reader or scribe for your exam you will take your exams in a separate room in the presence of an invigilator. A suitable reader or scribe will be contacted by us and they will get in touch with you prior to the exam to arrange a practice session. This is really important as it will give you an opportunity to find the best way of working together with your reader or scribe.

If you decide you no longer need a reader or scribe, please let us know.
Support Plans
These forms provide your School or Department with information about any reasonable adjustments you may need to allow you to demonstrate your full ability on your chosen course.

Please discuss your Support Plan with your Academic Support Tutor or Disability Support Adviser. You should consider whether you need:

- extra time in timed class tests
- coursework extensions

You will need to follow the process for coursework extensions for students with Support Plans.

Disabled Students’ Allowances (DSA)
Where you have appropriate evidence Academic Support Tutors and Disability Support Advisers can assist you in applying for a DSA. They can also help if new evidence is required.

For further information about DSAs please see:
www.direct.gov.uk/dsa

Other useful links and information
You may want to explore our advice for disabled students considering Study Abroad opportunities.

Looking for advice on studying at Nottingham? Check out Studying Effectively.

Our Study Resources to support your studies offers a range of downloadable resources and links on topics from revision strategies to time management, from writing advice to presentation techniques.