Specific Examination Requirements Disclosure Form

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# For the attention of all students who have a disability and/or other specific examination requirements.

New College of the Humanities is committed to supporting students to successfully complete their studies.

Please note that the College makes every effort to ensure the correct support is in place for each student. Where adjustments are not deemed reasonable we cannot fully guarantee that we will be able to meet your requirements. All support requests are subject to agreement from the Learning and assessment Support Officer (LASO) and the Registrar.

Examples of students who may require special examination or support arrangements include:

* Disabled students (For more information about what constitutes a disability, see the definition below)
* Students with learning difficulties
* Students with a medical condition

## what is a disabiity

For the purposes of the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Disability in this context can include a wide range of issues and conditions. Typically, this would be one or a combination of the following categories.

* Specific learning difficulty (SpLD) - e.g. dyslexia
* Visual impairment - partial sight or blind
* Hearing loss - partial hearing or profoundly deaf
* Mobility difficulties or wheelchair use
* Restricted use of upper limbs (inc. RSI)
* Mental health illnesses
* Condition that is not visible, e.g. epilepsy, sickle cell anaemia, HIV
* Condition not listed above (e.g. back injury)

### Section 1: Your contact details and programme of study

|  |  |
| --- | --- |
| Name |  |
| Student number |  |
| Email address |  |
| Telephone number |  |
| Programme of study |  |
| Year/level(e.g. Year1/level 4) |  |

### Section 2: Disability information

In order to help us to make any special arrangements that may be necessary, please tell us more about your disability or medical condition. On the following page, please select which category/categories you think best describes your disability/disabilities (please select as many of the following that apply to you):

(To select a category please **“√”** in the brackets provided next to each of them)

Specific learning difficulties (e.g. dyslexia) [ ]

Blind or partially sighted [ ]

Deaf or hard of hearing [ ]

Mobility impairment / wheelchair user [ ]

Physical coordination impairment (e.g. muscular, manual dexterity or upper limb disorder) [ ]

Autistic spectrum condition [ ]

Speech impairment [ ]

Mental health condition [ ]

Long-term and / or chronic medical condition or unseen disability

(e.g. diabetes, epilepsy, HIV positive) [ ]

Other (please specify):

### Section 3: Other requirements

Do you have a legally imposed travel restriction? (Please delete as appropriate)

 Yes No

Do you have any other specific access requirements not mentioned above and require special arrangements? (Please delete as appropriate)

 Yes No

### Section 4: Arrangements being requested

**Examination arrangements**

Do you wish to apply for special examination arrangements? (Please delete as appropriate)

 Yes No

If you have answered Yes please describe the arrangements that you would like:

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### Section 5: Evidence in support of your request

In order to determine what specific arrangements may be suitable, we will need to see documentary evidence in support of your request. For example, if you have a disability or medical condition, we require a report from your doctor or other medical evidence to confirm this. We will not be able to confirm any arrangements for you until we have received the appropriate evidence.

Any evidence or other information about your requirements that you provide will be treated in confidence.

### Section 6: Declaration

In order to make any special arrangements that you have requested, we may need to share some of the information that you provide to us. We respect your right to confidentiality and assure you that the information you provide to us will be handled sensitively and with discretion, and in accordance with the principles set out in the General Data Protection Regulation 2018.

i) I declare that the information I have provided and the statements I have made on this form are, to the best of my knowledge and belief, true and correct.

ii) I give permission to New College of the Humanities to share information that I have provided with others, as appropriate

I have read the declaration above and agree to these statements:

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where to send this form and any evidence:

Please ensure that you have completed all the relevant questions in full and that you have read and signed the above Declaration.

You must return this form together with the supporting medical evidence **by 29 November 2019.**

In order to consider your request, we will need to receive:

* your completed form;
* your signed consent to the Declaration; and
* supporting evidence.

Once we have all the required information, your request will be considered by the LASO and the Registrar. You will be notified of the outcome, in writing, as soon as the decision is taken.

You can send the completed form and supporting evidence in hard copy or electronically. It should be sent to:

Emma Norman

Learning and Assessment Support Officer
New College of the Humanities
19 Bedford Square
London

WC1B 3HH

Email: emma.norman@nchlondon.ac.uk

Tel: 020 7637 4550

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| **Title: Specific Examination Requirements Disclosure Form****Approved by: Academic Board** |
| Version number | Date approved | Date published  | Author  | Location | Proposed next review date |
| 1.3 | August 2019 | October 2019 | Registrar  | Academic Handbook/policies and procedures/ general | September 2020 |
| 1.2 | April 2019 | April 2019 | Registrar | Academic Handbook/policies and procedures/ general | September 2019 |
| 1.1 | September 2018 | September 2018 | Registrar | Academic Handbook/policies and procedures/ general | September 2019 |
|  |
| Referenced documents | Student Disability Policy |
| External Reference Point(s) | UK Quality Code Theme: Enabling Student Achievement; Equality Act 2010; General Data Protection Regulation |