



Procedure for Individual Exam Arrangements for Disabled Students

Introduction

The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this procedure has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and avoidance of discrimination to other equality groups related to age, sexual orientation, religion or belief or gender assignment.

Applicants to the university are given the opportunity to declare a specific learning difficulty (SpLd) or disability on their application form. Declaration of a SpLd or disability will not prejudice an application to the university. Once an applicant has declared a SpLd or disability, this information is passed to the Disability Service. In some circumstances the Disability Service will contact the applicant to discuss support requirements immediately.

Individual exam arrangements are not automatically

conclusion of this discussion, he/she may refer their case to the Head of Student Services. The student must do this in writing explaining the reasons they feel individual exam arrangements should be made and enclose documentary evidence to support their appeal. This must be done in a timely manner to allow the Head of Student Services to review the case and discuss with the Senior Disability Adviser **before** exams commence. No individual examination appeals will be accepted after the deadline for the submission of the Individual Exam