



Procedure for Individual Examination Arrangements and In Class Tests 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

Assessment of Needs fall outside what is considered a reasonable adjustment. In this case the arrangements will not be put in place.

Process

Once the arrangements are agreed, with the Advisor they will update your record so that the exams officer can see what adjustments are required. The Disability or Mental Health Advisor will also include this on your notification of support needs for your academic tutors to see. The exams officer will liaise with the academic department to let them know what adjustments are needed.

Student responsibility

All students who have applied and been approved for individual exam arrangements, have a responsibility to check in a timely manner that their arrangements have been processed and what their exam arrangements are.

disability. However, the University must also ensure that adjustments do not advantage one student over another. It is the role of the Disability or Mental Health Advisers to determine what is considered a reasonable adjustment and the final decision regarding adjustments for exams lies with the Disability Service.

If a student disagrees with the decision, they should in the first instance discuss their concerns with the Adviser. If a student remains dissatisfied with the conclusion of this discussion, he/she may refer their case to the Disability Service Manager. 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 n n 4.7(b)--2.6(h) 4.7(e)-3cu8()8(e)-4.7(a)-4.37(e)-thaD-4.6.18(s)--4.6.18(s) Disability Service-3 Td (M)2.6(a)-4.7(a) 4.7(g)-4.7(b) 4.7(e)-4.9(e)-4.6)-2.6(t)-4.7(e)-4.7)-2