

Assessments and Examinations - students with disabilities or other additional needs (partner organisation-delivered provision)

UPR AS13, Appendix II version 17.1

Policies superseded by this document

This document replaces version 17.0 of UPR AS13, Appendix II, with effect from 1 September 2024.

Summary of significant changes to the previous version

No significant changes have been made. Additional terminology and wording have been added to sections 2.2.1 and 2.3 for clarification purposes.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

Table of contents

1	Principles, Policies and general regulations.....	1
2	Identifying and making reasonable adjustments to examination arrangements	2
2.1	Requests for special arrangements.....	2
2.2	Requests from disabled students	2
2.3	Requests from students who are not disabled.....	3
2.4	Late requests for adjustments	3
2.5	Rooms and invigilation	3
2.6	Amanuenses, readers and special Invigilators	4
2.7	Marking.....	4
3	Time constrained in-course/module assessments	4

1 Principles, Policies and general regulations

- 1.1 The University of Hertfordshire is committed to ensuring that all students have equality of opportunity in assessment.
- 1.2 Reasonable adjustments will, therefore, be made to prevent a disabled person from being placed at a substantial disadvantage for a reason related to their disability and the Partner Organisation will use its best endeavours to make appropriate provision for students with other additional needs. These adjustments will not be

such that they impair either the validity of the assessment or examination or the standards of competence being assessed.

- 1.3 The Partner Organisation will anticipate the requirements of disabled students ensuring its practice is inclusive of the needs of disabled people and that there is flexibility in its policy and procedures to enable reasonable adjustments to be made for individuals where these could not have been anticipated.
- 1.4 Where reasonable adjustments have been made, a Short Course/Module Board of Examiners will not normally consider a student's disability or other additional needs in extenuation of poor performance.
- 1.5 The Partner Organisation will anticipate the needs of students with disabilities; however, the reasonable adjustments which might be made for disabled students or those with additional needs might include, but are not necessarily limited to, additional time for an examination or assessment; standard examination time with additional rest periods; a location, elsewhere in the Organisation, for the sitting of an examination other than the examination room; the completion of work other than in handwriting (including the use of a computer); the provision of the question paper in an alternative format; the employment of an amanuensis (scribe) or reader and/or opportunities for students to complete assignments in alternative forms.
- 1.6 Where reasonable, the Partner Organisation will ask for medical or other appropriate evidence when considering reasonable adjustments for individual students. Any such evidence must be presented in English or be accompanied by a verified translation.

(Note for guidance:

'medical or other appropriate evidence' would include, but is not limited to, medical certificates or letters from doctors or psychiatric practitioners.)

- 1.7 The Partner Organisation will respond to requests for reasonable adjustments at any stage during a student's period of study and will actively promote procedures for agreeing support and adjustments.

2 Identifying and making reasonable adjustments to examination arrangements

2.1 Requests for special arrangements

- 2.1.1 Students must contact their Programme Leader at the earliest opportunity to agree special arrangements.
- 2.1.2 The Examinations Officer will publish information setting out relevant deadlines.

2.2 Requests from disabled students

- 2.2.1 A disabled student may feel that their needs are not met by the assessment design. Consequently, they may request for a reasonable adjustment to be made. The Programme Leader will determine the adjustments to be made for disabled students. They will discuss requests with the student concerned and will agree with the student the arrangements which are to be put in place. The agreed Study Needs Agreement operates for the entire period during which the student is enrolled

on the programme but, where appropriate, the Programme Leader may agree to revise the Study Needs Agreement.

2.2.2 The Programme Leader is responsible for:

- i notifying the Examinations Officer not less than three (3) weeks prior to the first examination in the series, of the special arrangements agreed for each disabled student;
- ii informing the Assistant Registrar (Student Administration – Collaborative Partnerships) of the special arrangements which have been agreed;
- iii ensuring that information about agreed adjustments for disabled students is available to staff who need to know in order to carry out assessments and/or examinations outside of scheduled examination periods.

2.2.3 The Assistant Registrar (Student Administration – Collaborative Partnerships) will inform the Clerk to the Short Course/Module Board of Examiners who will ensure that the arrangements are notified to the Board.

(See section C3.8, UPR AS14¹, 'Exceptional Circumstances'.)

2.3 Requests from students who are not disabled

Where the assessments are not accessible, additional requests for special arrangements for reasons other than disability, such as pregnancy, will be made to the Programme Leader. Where special arrangements are agreed by the Programme Leader, the adjustments agreed will apply only to the examination session for which the adjustments were requested. Further, separate, requests must be made in respect of any future examination session.

2.4 Late requests for adjustments

2.4.1 Any requests for adjustments to examination arrangements made after the published deadlines must be referred via the Programme Leader to the Examinations Officer for consideration. It should be noted that it may not be possible to accommodate such requests.

2.4.2 Where a student believes their performance during an examination would be impaired because their request for adjustments could not be met, the student should not submit or sit the relevant assessment. In these circumstances it is the student's personal responsibility to seek validation of Exceptional Circumstances from their Programme Leader and then to notify the Chair of the Module Board of Examiners, in writing, in accordance with the requirements of section C3.8, UPR AS14¹, 'Exceptional Circumstances'.

2.5 Rooms and invigilation

¹ UPR AS14 'Structure and Assessment Regulations – Undergraduate and Taught Postgraduate Programmes'

Students will start the examination at the same time as all other students but will remain in the examination room for the additional period of time which has been permitted.

2.6 Amanuenses, readers and special Invigilators

- 2.6.1 The Examinations Officer will ensure that appropriate procedures are in place for obtaining the services of amanuenses, readers and special Invigilators and, in doing so, will comply with University regulations. Guidance and information on procedures is available from the Assistant Registrar (Student Administration – Collaborative Partnerships).
- 2.6.2 An amanuensis or reader or special Invigilator should have no professional or personal relationship with the student. If such a person cannot be found, an independent (additional) Invigilator must also be appointed to oversee the examination.
- 2.6.3 When the use of an amanuensis, reader or special Invigilator is agreed, both the student and the person taking on the role must be given a copy of any relevant guidelines. These may be obtained from the Assistant Registrar (Student Administration – Collaborative Partnerships) and must be read in conjunction with these regulations.
- 2.6.4 Other than in the circumstances where an independent (additional) Invigilator will have been appointed (see section 2.6.2), the amanuensis, reader or special Invigilator is responsible for invigilating the examination and will do so strictly in accordance with University regulations.
- 2.6.5 Amanuenses and readers will ensure that their conversation with students during the examination is not inappropriate and must not allow students to consult with them in any way about their answers nor advise the student in any way.

2.7 Marking

There will be no additional allowance for disability in the marking of examination scripts and Short Course/Module Boards of Examiners will assess the performance of all students on an equal basis.

3 Time constrained in-course/module assessments

- 3.1 Partner Organisations will make reasonable adjustments for individual disabled students in relation to time constrained in-course/module assessments, including, but not restricted to, in-class written assessments, presentations, Electronic Voting Systems, practical assessments, Objective Structured Clinical Examinations (OSCEs) and viva voce examinations.
- 3.2 Reasonable adjustments will be agreed for disabled students by their Programme Leaders –The Partner Organisation remains responsible for making the adjustments, including the provision of resources, identifying rooms and allocating staff to manage and invigilate assessments.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2024**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.