

Part 3: Assessment regulations for taught courses

Section 8: Individual examination and assessment arrangements

The University's responsibilities

The University is mindful of its responsibilities under the Equality Act 2010 and its need to make reasonable adjustments to appropriately accommodate the learning support requirements of disabled students and students with long term conditions. Please contact the [Student Centre](#) for further information and advice.

Individual examination and assessment arrangements

- 8.1 Individual arrangements for examinations or assessments may be made for disabled students or students with long-term conditions, which would affect their ability to undertake the proposed examination or assessment. For the purposes of these regulations, long term will be defined as a condition or disability that on the basis of documentary evidence, can reasonably be expected to last beyond the semester to which the claim refers
- 8.2 Individual arrangements may include:
- additional time for an examination or coursework (see 8.13);
 - the availability of sheltered facilities, such as a room for individual students, or a separate room with other students also requiring additional time;
 - the completion of work other than in handwriting;
 - the provision of the question paper in an alternative form or an alternative mode of assessment;
 - the use of tape, Braille or other facilities, or the employment of an amanuensis and/or reader.
- 8.3 The purpose of an individual arrangement shall be to compensate for the restrictions imposed by the disability or long term condition, without impairing the validity of the assessment/examination and without giving unfair advantage relative to other students.
- 8.4 Students with a disability, or long term condition must register with [Disability Learning Support](#) so that their needs can be assessed and appropriate arrangements made in plenty of time for any individual arrangements for exams and other assessments. -
- 8.5 Students seeking individual arrangements for assessments must do so in accordance with the procedures and deadlines determined annually by the University². The relevant Disability Advisor will determine the appropriate arrangements to be made based on the medical or diagnostic evidence submitted.
- a) This information is documented on the student's Reasonable Adjustment Form and communicated to appropriate colleagues in order for the required arrangements to be made.
 - b) A copy of the Reasonable Adjustment Form is available to the student, Course Leader, Module Leader and Disability Tutor via the Student Record System.
 - c) The University will coordinate the employment of support workers e.g. amanuenses, readers, sign language interpreters.
- 8.6 All requests for individual examination arrangements must be submitted as soon as possible. Students will need to contact [Disability Learning Support](#) and be fully registered with them at

² Procedures for making individual arrangements for assessments can be accessed on the [Individual Exam Arrangements page](#) or by contacting the [Student Centre](#)

least six weeks in advance of any examination period in order to receive individual examination arrangements for that particular period. Where the arrangements involve the cooperation of external agencies or the provision of external support (e.g. Braille translation) requests must be submitted at the earliest opportunity in order to meet potentially conflicting bookings and requirements of external agencies.

- 8.7 Where as a result of the six week deadline not being met, the University is unable to make individual examination arrangements in time, the student will be registered to take the examination under standard conditions and the student may submit a claim for [mitigating circumstances](#) to defer the approved individual examination arrangements to the next available examination period. Students will need to provide the individual examination arrangements approved by [Disability Learning Support](#) as acceptable evidence for the mitigating circumstances claim.

Arrangements for temporary and short term conditions

- 8.8 Students with a short term or temporary condition (e.g. a broken limb or other injury) may apply directly to the [Student Centre](#), for individual examination arrangements using the 'Request for Individual Exam Arrangements for Temporary Conditions Form' available on the [Individual Exam Arrangements page](#). For the purposes of these regulations, 'short term' or 'temporary' shall be defined as a condition that is only expected to affect assessment in the semester to which the claim refers.
- 8.9 In all cases, applications must be submitted to the [Student Centre](#) as soon as the short term or temporary condition occurs. Independent documentary medical or diagnostic evidence is required in support of all applications for individual examination or assessment arrangements. In considering claims for short-term or temporary conditions, the University, will undertake whatever consultation is deemed necessary in arriving at a decision on the claim.
- 8.10 If the University is unable to make the arrangements in time, the student may submit a claim for mitigating circumstances to defer the approved individual examination arrangements to the next available examination period.

Students' responsibilities

- 8.11 It is a student's responsibility to notify the University of their requirements for support in assessment at the earliest possible opportunity. The University cannot accept responsibility for problems in assessment in cases where a student has chosen not to, or failed to, notify it of their requirements. Retrospective requests for alternative assessment arrangements, or for additional opportunities to sit for assessments, cannot be considered.
- 8.12 Disabled students, or students with SpLD (Specific Learning Difficulties e.g. dyslexia, dyspraxia, and dyscalculia) should apply directly to Disability Learning Support on entry to their course, so that arrangements can be made to accommodate their requirements for alternative assessments and/or individual examination arrangements.

SpLDs (dyslexia, dyspraxia, dyscalculia)

- 8.13 Students with SpLDs may undertake their written examinations with an additional time allowance in a separate room with other students' who also require additional time, or dependant on the recommendations made on their diagnostic assessment, undertake the exam on a computer or in an individual room where a reader/scribe is required
- 8.14 The examination answer booklets of students with SpLDs will be identified with a sticker to alert markers to the need to consult the marker's guidelines.
- 8.15 Students with SpLDs are permitted to use a personal tinted overlay where required in examinations and in-class tests. It is the student's responsibility to provide this.

Sitting examinations abroad

- 8.16 Students are expected to sit their onsite examinations as scheduled at the University of Westminster. The University may exceptionally permit students to sit for examinations outside the UK, in cases where:
- a) an overseas student who has completed their course is required to complete a deferral or referral examination in order to graduate; or
 - b) a student is required to undertake a period of residence abroad as part of their course (or on an approved student exchange) and this period of residence coincides with the University examination period. See [Section 19 Framework for study abroad and exchange students](#).
- 8.17 Any student seeking to take an examination overseas must apply formally using the Exams Abroad Request Form available on the [Sitting exams abroad webpage](#) (.If the application is agreed, an appropriate British Council office will normally be asked to conduct the examination. Any costs incurred must be borne by the student. Please note that applications to sit exams overseas are not guaranteed to be accepted.
- 8.18 Where an examination is taken abroad it must be sat at the same time as the scheduled examination in the UK. This may affect the start time due to different time zones and the British Council Office may not be able to support this.
- 8.19 If a student has individual examination arrangements in place with [Disability Learning Support](#), it cannot be guaranteed that these can be supported by the British Council Office selected.