# Checking your exam access recommendations

Disability Services makes recommendations for exam access arrangements for disabled students who have registered with us and provided suitable evidence. You can review the recommendations we have made by visiting the ‘Examination Arrangements’ area on Minerva.

To do this:

1. Go to [Minerva](http://minerva.leeds.ac.uk/)
2. Log into Student Services
3. Click on ‘Examinations’
4. Select ‘Examination Arrangements’

You will see a list of the recommendations Disability Services has made. **Please note that these recommendations may not be finalised until the start of Teaching Week 10.**

## Understanding your exam access recommendations

The University of Leeds uses its own terminology in relation to exams, which may be different to the terminology you are familiar with from school or college. Common recommendations which may be unfamiliar include:

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| Feedback consideration | The person marking your written work should be aware that you may make errors in the technical accuracy of your written English for reasons relating to your disability. The marker should take this into consideration when providing feedback on your written work. You should be provided with an explanation within your feedback if your use of written expression has affected your marks and you should be provided with clear advice on how to develop any areas of weakness. Refer to the [Policy on the Assessment of Written Work](https://ses.leeds.ac.uk/info/20600/assessment_and_exams/1264/inclusive_marking_and_feedback). |
| Undiagnosed – Exams Only | This means that the evidence you provided to us does not clearly indicate that you are disabled. However, it has allowed us to put in place permanent exam arrangements on the basis of the arrangements you had at school, college, or in other previous study. This code will be removed if you provide [additional evidence](https://students.leeds.ac.uk/info/1000033/how_to_access_support/1092/providing_your_evidence), and we will advise you how to do this. |
| Current session only | This means that your exam recommendations have been made on a temporary basis only. You will need to provide [updated information](http://students.leeds.ac.uk/info/1000033/how_to_access_support/1092/providing_your_evidence) for these to become permanent. |
| Not current exam session | This means that you did not register with us, and/or send us sufficient evidence before the exam deadline. Your exam arrangements won’t be in place for the next set of exams, but they will be in place for all future exams. |
| Language modification | The instructions and carrier language of the exam paper will be modified to ensure they are clear and written in plain English. This recommendation may be made for autistic students. |
| Amanuensis | This is also known as a scribe. Students working with a scribe dictate their answers to the scribe, who writes them down. |
| Regular breaks | These are rest breaks. The usual recommendations is for breaks of up to 10 minutes per hour, to be used flexibly. They are ‘stop the clock’ breaks, where the break time is added on to the end of the exam. |
| Familiar invigilator | This is where the invigilator is known to the student, often their Specialist Mentor. This recommendation may be made for autistic students. |
| Room number limit | It is not often possible to arrange for students to sit their exams in a room on their own. However, we can recommend smaller rooms (e.g. up to 5 people, or fewer than 25 people). |
| Exam type | This recommendation indicates that you need arrangements for a particular type of exams, e.g. multiple choice vs essay based, or oral vs written. |
| Interim adjustments | This code acknowledges those students who have provided us with some level of evidence which may indicate disability, but further evidence is required. This code means that we have put in place basic, interim exam arrangements which will stay in place until you are able to provide full evidence. We will advise you further about the evidence you need to obtain, and of any deadlines relating to this. |

## Why your exam access recommendations might vary from school

The University schedules exams for over 40,000 students, with around 6500 of those students requiring exam access arrangements. The nature and purpose of exams at University is different to school, and the University develops and monitors its own assessment practices. There is no automatic entitlement to the same arrangements you may have had at school, even if it has previously been considered your ‘normal way of working’; each set of arrangements is looked at by professional disability practitioners who will assess the evidence you have provided, consider the nature of your disability or disabilities, and review the types of exams you may sit at University before recommending appropriate exam access arrangements.

## Recommendations vs arrangements

Please note that Disability Services makes **recommendations** only; the Exams Office is responsible for ensuring the necessary arrangements are made. Whilst the vast majority of recommendations made by Disability Services will be put in place by the Exams Office, there are some instances where the Exams Office may not be able to make the recommended adjustments. If you are concerned that you do not have an arrangement in place you were expecting, please raise this with either [Disability Services](mailto:disability@leeds.ac.uk), or the [Exams Office](http://students.leeds.ac.uk/contacts#10100-contact).

## University exams vs in course assessment

The recommendations made by Disability Services should be considered for all forms of timed assessment. This includes in-course assessment (class tests) as well as formal University exams. However, you may need to check your arrangements for in course assessment with your module leader or the [Disability Contact](https://students.leeds.ac.uk/info/1000032/support_for_disabled_students/1550/disability_contacts_in_schools) in your School to ensure your arrangements are in place. **You do not need to do this for formal University exams.**

## Frequently asked questions

### Why have my exam arrangements have changed, or look incomplete?

Due to the high number of exam recommendations processed by Disability Services, there may be a delay in adding your recommendations to the system, or finalising those recommendations which require further discussion. For this reason, **your final exam recommendations may not be visible on Minerva until the start of Teaching Week 10**. You are advised to check your exam recommendations in Week 10, and [contact us](mailto:disability@leeds.ac.uk) if they are incorrect or incomplete.

### What if I have an exam or timed assessment before Week 10?

Your School may have scheduled tests, timed assessments or examinations outside the formal University Exam Sessions (which take place in January, May/June and August resits). If you have recently registered with Disability Services and your test or timed assessment takes place before Teaching Week 10, your exam arrangement recommendations might not yet be recorded on the system. If this happens, you should contact the [Disability Contact](https://students.leeds.ac.uk/info/1000032/support_for_disabled_students/1550/disability_contacts_in_schools) in your School to discuss informal School-based arrangements such as extra writing time or rest breaks. **Please do not contact Disability Services to check arrangements before Teaching Week 10.**

### Who do I contact if I’m unclear about my exam access arrangements?

You can contact [Disability Services](http://students.leeds.ac.uk/info/10710/disability_services/1162/disability_services_at_leeds) or the [Disability Contact](https://students.leeds.ac.uk/info/1000032/support_for_disabled_students/1550/disability_contacts_in_schools) who is located within your School. If you have queries about your exam timetable, you should contact the [Exams Office](http://students.leeds.ac.uk/contacts#10100-contact) directly.

## Online time-limited assessments (OTLAs)

You may take some of your assessments online. These are usually time-limited assessments which you work on remotely and submit online. The University has agreed several [Principles of the online assessment of disabled students](https://digitalpractice.leeds.ac.uk/teaching-learning-online/open-book-exams-for-online-summative-assessment-and-feedback/), which aim to ensure that online assessment is inclusive and accessible.

### Will I still have extra time and/or rest breaks in OTLAs?

Most assessment should be offered within a 48-hour window.  The does not mean that you are expected to work for 48 hours.  Module leaders have been asked to state clearly within the rubric of the paper specific detail around the expected word count, and/or the amount of time they might expect a student to spend writing their paper.  If you usually have an extra time allowance, this 48-hour window will incorporate that extra time, along with rest break allowances where relevant.

Any assessment with a completion window of less than 48 hours must be calculated to include the additional time allowance and/or rest breaks you are entitled to.  You should discuss this with your Module Leader or [Disability Contact](https://students.leeds.ac.uk/info/1000032/support_for_disabled_students/1550/disability_contacts_in_schools).

### Will I still be able to work with a Reader/Amanuensis/Prompter in my OTLA?

You may usually have a recommendation to work with an Exam Support Worker, such as a Scribe/Amanuensis, a Reader, or a Prompter.  This is because the University does not allow access to most types of assistive software in campus-based, closed-book examinations.  In an online assessment environment, you should be allowed full access to all your assistive software, including screen readers, speech to text software, prompting software, screen tinting software and, in almost all cases, literacy software.  You might be used to working with your assistive software on a daily basis, and you may find this preferable to human support.

If your online assessment is ‘proctored’ (supervised remotely using software), it may mean that you cannot use your assistive software. If this applies to you, you should talk with your Module Leader or [Disability Contact](https://students.leeds.ac.uk/info/1000032/support_for_disabled_students/1550/disability_contacts_in_schools) to agree an alternative assessment which allows for the use of assistive technology.

If you use British Sign Language interpretation, or you have transcribed papers, you will still have access to these types of support.