**Reasonable Adjustments Questionnaire: Deaf/partial hearing**

Please find below a list of adjustments available at the University. The adjustments you may receive will depend on the information you give us about your disability. Once your adjustments and support have been agreed, they will be communicated to relevant staff through a ‘Learning Support Entitlement’ form.

|  |
| --- |
| LEARNING AND TEACHING  Standard adjustments you will receive:   * Access to class material in advance of lectures/seminars * Permission to record lectures whilst in attendance * For academic staff to be provided with good practice guidelines for supporting students who are deaf or hearing impaired, found [here](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/resources-and-links) |
| Additional adjustments  Please tick the boxes to let us know about additional support you have received previously, or think you may benefit from:  British Sign Language interpreter in class  Communication support worker in class  Notetaker in class  For academic staff to be aware that you lip-read  Where group work is involved, for academic staff to try and ensure the group do not speak across each other  For verbal instructions to be written down e.g. on the board  Academic staff (where possible) to face you when speaking so that you can lip read  For academic staff to be made aware you wear a hearing aid, so that background noise in the teaching environment can be minimised  For comments and questions to be directed at you, not to your interpreters, note takers or other support workers  For questions and comments made by students to be repeated by the lecturer so that you can lip read and know what has been said  For audio-visual materials to be subtitled where available |
| ASSESSMENTS  Please tick the boxes to let us know about additional support you have received previously, or think you may benefit from:  25% extra time in exams (15 minutes per hour) Your exam will be in a separate room with others requiring extra time  25% extra time in in-class tests (15 minutes per hour)  (usually taken with your group during teaching time)  In-class tests - separate room with others requiring extra time  Any announcements or instructions prior to the start of exams to be given in writing where possible. If this is not possible, for the instructions to be given face-to-face to enable lip reading.  I have difficulties with my written English due to my hearing impairment. Dependant on information you provide, we may be able to request academic staff take this into account when marking your work. Marking guidelines can be found [here](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/resources-and-links).  I would like to discuss my assessment options with a Disability Advisor |
| [LIBRARY](https://www.westminster.ac.uk/library-and-it/our-libraries)  Standard adjustments you will receive (once registered with us):   * Double photocopying/printing allowance * Double laptop loan period i.e. from 24 hours to 48 hours   Please tick the boxes to let us know about support you have received previously, or think you may benefit from:  Extended loans (one week loans extended to two weeks). Please note that you will receive the Extended Loan Card in the post, once you start your course with us.  One to one induction to the library  EMERGENCY EVACUATION  I may not be able to hear the fire alarm, and would benefit from information on the university’s emergency evacuation procedure  I would like to meet with a member of the Health, Safety and Wellbeing team to create a Personal Emergency Evacuation Plan (PEEP)  Please click [here](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/accessibility) for information on accessibility within the university, including access to buildings, equipment and technology (including the Library Access Guide for Disabled Students). |
| [DISABILITY LEARNING SUPPORT (DLS)](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/)  Please tick the boxes to let us know if you think you may benefit from:  Help with applying for Disabled Students’ Allowance (please find additional advice and application forms [here](https://www.gov.uk/disabled-students-allowances-dsas/overview))  OTHER SUPPORT  Please advise us of any additional support you wish to discuss (we will get in touch with you to arrange a face to face or phone appointment):  If there is any information about your disability that you would like to share with relevant staff (i.e. this information will be included on your Reasonable Adjustments form) please indicate it here:  You have received this information because you   1. declared yourself as deaf/partial hearing on your UCAS application form.   OR   1. Disclosed to the university that you are deaf/partial hearing   If you have another disability/long term medical condition which may impact on your studies, please state it here: |

**Disability Learning Support (DLS) Consent form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like you to refer to my disability/Specific Learning Difficulty (SpLD) to University staff:

By the terminology used in my medical/diagnostic evidence

By this other terminology (please specify):

I understand that sharing information about my disability with relevant staff at University, Student Finance England and support worker agencies can be essential in implementing my support. I have been made aware that the full [Disability Learning Support Consent and Disclosure statement](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support) is available on the DLS website.

**Please note that by signing our consent form, you agree to the above.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent to correspond with others (optional)**

Where necessary, I would like Disability Learning Support to be able to communicate with the following people whilst I am studying at the University. This could include, for example, named family members or friends, my GP/consultant, or other relevant professionals e.g. social worker/Community Mental Health Team member:

Name

Phone

Email

Relationship to me (e.g. parent)

Name

Phone

Email

Relationship to me (e.g. parent)

Once you have completed this questionnaire, please email it to [DLS@westminster.ac.uk](mailto:DLS@westminster.ac.uk) together with your medical evidence e.g. a letter from your doctor (or bring this along to your appointment with an advisor).

If you would like to meet with an advisor to discuss your support, please contact our administration team:

* Email: [DLS@westminster.ac.uk](mailto:DLS@westminster.ac.uk)
* Phone: 020 350 68800 (9.30 - 4.30)