**Reasonable Adjustments Questionnaire: health conditions/mobility**

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  You will have:   * 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 with long term health conditions/mobility difficulties, 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 below to let us know about additional support you have received previously, or think you may benefit from:  Sufficient time to take notes (e.g. from the whiteboard)  I may need to get up and move around during class  Teaching staff to be made aware I may miss class for disability-related reasons  I may arrive late to class and/or need to leave and re-enter class for disability-related reasons  I will need to sit with easy access to an exit  For verbal instructions to be written down e.g. on the board  Support worker in class e.g. note taker/practical assistant  I may need adjustments in labs/practicals – please give details:  I may need adjustments in presentations – please give details:  Ergonomic/specific furniture e.g. ergonomic chair – please give details:  Preferential seating in lectures and seminars, where possible – please give details: |
| 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  Rest breaks – please give details of how you feel this may/would benefit you and what you would need (e.g. time period, frequency of break, need to move around, leave the room):  Any announcements or instructions in tests/exams to be written down e.g. on the board  Use of a computer  Use of a computer with specialist software – please specify below:  Scribe (please refer to [guidance on how to use a scribe](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/support-in-assessments/exam-scribes))  Reader (please refer to the [guidance given to readers](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/support-in-assessments/exam-readers))  Ergonomic/specific furniture e.g. ergonomic chair – please specify below:  Coursework deadline extensions (up to 5 working days)  I think I will need additional/alternative adjustments for my assessments – please specify below:  I would like to discuss my assessment options with a Disability Advisor |
| OTHER UNIVERSITY SERVICES  FIRST AID  Please click here for details of the University’s First Aid Arrangements if you have concerns about becoming seriously unwell whilst at university.  If there is information about your health condition you would like university staff to be aware of, please detail here:  [LIBRARY](https://www.westminster.ac.uk/library-and-it/our-libraries)  You will have (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 additional 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  Book fetching service  Access to assistive technology e.g. Jaws, SensusAccess  [ACCESS](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/accessibility) \*  \* If you do not have any access issues, please go to the next section  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, parking, equipment and technology (including the Library Access Guide for Disabled Students).  Accessible teaching spaces (i.e. accessible by lift and level access)  Do you use a mobility aid?  Yes  No  If so, what is it (e.g. cane, wheelchair, mobility scooter)? Please detail below:  Are you able to walk?  Yes  No  If so, how far/for how long?  Can you negotiate a few steps (on stairs)?  Yes  No  Please let us know if you have any other mobility requirements/concerns:  Locker  Accessible toilets (some accessible toilets at the university require a Radar key, which Disability Learning Support can provide)  Lift  EMERGENCY EVACUATION  I may not be able to vacate the building safely without support 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) |
| [DISABILITY LEARNING SUPPORT (DLS)](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/)  You can contact us at any time for advice and support. For details please click [here](http://www.westminster.ac.uk/disability)  Please indicate any additional support you think you may benefit from:  A Disability Advisor to check in with you once a term to see how you are getting on  Help with applying for Disabled Students’ Allowance (please find additional advice and application forms [here](https://www.gov.uk/disabled-students-allowances-dsas/overview))  Support with a referral to our [Student Health service](https://www.westminster.ac.uk/study/current-students/support-and-facilities/health-services).  Campus access tour (please click [here](http://www.disabledgo.com/organisations/university-of-westminster-2) for further information about building access within the university)  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/health condition 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 the disability category ‘long term health condition OR wheelchair/mobility’ on your UCAS application form.   OR   1. Disclosed to the university that you have a long term health condition OR are a wheelchair user and/or have physical/mobility difficulties   If you have another disability 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)