**Reasonable Adjustments Questionnaire: Specific Learning Difficulty (Dyslexia, Dyspraxia, Dyscalculia, AD(H)D)**

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 Specific Learning Difficulty.[[1]](#footnote-1) 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 * Lecturers are advised to leave board notes up to give you time to copy information * Your work will be marked according to the University’s [marking guidelines for SpLDs](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/resources-and-links) * Allowed to use your own coloured overlays/rulers (you will need to provide these) |
| Additional adjustments  Please tick the boxes to let us know about additional support you have received previously, or think you may benefit from.  For academic staff to be provided with good practice guidelines for supporting students with Dyslexia, found [here](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/resources-and-links)  For academic staff to be provided with good practice guidelines for supporting students with Dyspraxia, found [here](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/resources-and-links)  For academic staff to be provided with good practice guidelines for supporting students with AD(H)D, found [here](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/resources-and-links)  Course and exam materials to be provided in a specific format. Please specify:  Specific adjustments in presentations (please specify):  Specific adjustments in labs (please specify):    Specific adjustments in practicals (please specify):  Specific adjustments in group work (please specify):      Specific adjustments for study abroad, work placement (please specify):  Materials provided in specific font type/size (please specify):  Materials to be provided in electronic format (so can be used with assistive technology) |
| ASSESSMENTS  Standard adjustments you will receive:   * 25% extra time in tests/exams (15 minutes per hour) * Separate room (with other requiring a separate room). * Use of your own coloured overlays or reading rulers   Please indicate support you have received previously, or think you may benefit from.  Use of a computer (if exams require long type answers, not Multiple Choice Tests)  Use of a computer with Spell-Check tool enabled (if exams require long type answers, not Multiple Choice Tests)  Use of a computer with specialist software  Details:  Use of your own computer with specialist software  Details:  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):  Individual room i.e. with no other students  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))  Coursework deadline extensions (where reasonable[[2]](#footnote-2)) |
| [DISABILITY LEARNING SUPPORT (DLS)](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/)  Please indicate any additional support 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))  Specialist one-to-one study skills tuition could also be available, subject to an initial discussion with an adviser. Information on what this is can be found here: [download our specialist 1-1 tuition booklet  (PDF)](https://www.westminster.ac.uk/file/20741/download?token=sr5JRZ39). |
| OTHER UNIVERSITY SERVICES    Please tick the boxes to let us know about additional support you have received previously, or think you may benefit from:  [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   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.  Access to the assistive software on the University Network (Jaws, [SensusAccess](https://www.westminster.ac.uk/library-and-it/it-and-software/sensusaccess), Mindview, Microsoft Magnifier, Text Help, Windows Narrator, Zoomtext, Abbyy Fine Reader)  Access to books in electronic formats  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).  Please note that, if you are eligible to apply for the [Disabled Students’ Allowance,](https://www.gov.uk/disabled-students-allowances-dsas/overview) you may be recommended mentoring support. |
| 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/telephone appointment):  If there is any information about your learning difficulty 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 having a learning difficulty on your UCAS application form.   OR   1. Disclosed to the university that you have a specific learning difficulty   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 diagnostic report (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)

1. Please note that only a post-16 Diagnostic Assessment will be accepted as evidence of a SpLD. We will not accept Pre-16 diagnostic reports or JCQ documents for registration purposes. [↑](#footnote-ref-1)
2. An adjustment is reasonable in law when it helps you gain access to the course whilst not endangering the competence standards or learning outcomes of a course or going against University Regulations. The changes made as a result of the particular adjustment are not reasonable if they disadvantage other students or put you at an unfair advantage. An adjustment is also unreasonable when it results in making impractical changes, or when the resources used in making those changes are disproportionate to the benefits gained. Any adjustments not implemented would have to be balanced against the University’s duties under the Equality Act 2010. [↑](#footnote-ref-2)