**Reasonable Adjustments Questionnaire: Blind / Partial sight**

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 have a visual impairment, 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:  Specific format for course material:  Font  Font size  Background colour  Sufficient time to take notes (e.g. from the whiteboard)  I may need adjustments in labs/practicals – please give details below:  Support worker e.g. note taker/practical assistant  Specialist campus orientation training |
| 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  Individual room for in-class tests/exams i.e. with no other students  Rest breaks – Please give details of how you feel this may benefit you (e.g. to minimise eye strain) and what you would need (i.e. minutes per hour)    Use of a computer  Use of a computer with specialist software – please specify:  Use of coloured overlays (which I will bring with me)  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 (up to 5 working days)  Papers provided in specific font type/size (as described by you above)  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  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).  [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 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 all lifts  Books in alternative accessible format e.g. large print; braille; PDF  Access to assistive technology (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)  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).  I use a cane  I have a guide dog  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/)  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))  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 blind/partially sighted on your UCAS application form   OR   1. Disclosed to the university that you are blind/partially sighted   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)