

# Adjusted Assessment Guide for Students

## What is adjusted assessment?

Adjusted assessment removes barriers for disabled students. Adjustments are changes to an assessment method, which enable students to meet the same learning outcomes in another way.

Adjusted assessments for assignments could include:

- Additional time
- An alternative task (e.g. a presentation instead of an essay)
- Presentations to smaller groups or tutors only

Adjusted assessments for exams could include:

- Extra time (usually 25%)
- A separate room
- Use of specialist software or equipment
- An alternative task

This list is not exhaustive. Other adjustments may be required.

## How to access adjusted assessments

You must register with the Disability Service for adjusted assessments to be arranged. The Disability Service requires evidence to show you are a disabled person according to the Equality Act 2010. Find out more by searching 'disability evidence' on arts.ac.uk or contact the Disability Service.

Please send evidence to [disability@arts.ac.uk](mailto:disability@arts.ac.uk) and request an appointment.

Each student has a named Disability Adviser. The Disability Adviser helps identify whether you need adjusted assessments. The information is then included in an Individual Support Agreement (ISA). The ISA is shared with your course team when you give written consent to share.

Your ISA tells your course team about the adjusted assessments you need. Students must tell their course tutor when they need an adjustment for a specific assignment.

**Example:** A student's ISA says they are entitled to adjustments to group work. The student begins a new unit, which includes group work. They contact the unit leader and ask to discuss it. The student and tutor agree that the student will be given a specific role in the group which meets their study needs.

**Example:** A student's ISA says they are entitled to adjustments to presentations. The student's unit brief says they have to present to the whole course in a month. They email the tutor to explain they need an adjusted assessment. The student and tutor discuss options. They agree the student will record a video of their presentation and show it to the group.

## How to request additional time for assignments

Your Individual Support Agreement (ISA) includes information about your entitlement to additional time. Students who have an ISA can request up to two weeks of additional time for certain assignments. Adjusted deadlines are the same for all students with an ISA and should be published in the unit brief (sometimes called a unit handbook).

You should inform your course if you intend to submit your work on the adjusted assessment deadline. You should do this at least two weeks before the standard deadline. The contact details about who to inform should be published in the unit assessment brief. If you are not sure who to contact, ask your course leader.

Make sure you know when your adjusted deadline is. This should be published in your unit brief on Moodle. If not, ask your course leader to confirm the deadline.

Sometimes additional time is not available, e.g. because of the timing of exam boards or holidays. In this situation you can discuss alternative adjustments with your Disability Adviser.

## How to access exam adjustments

Some courses at UAL have exams. Please tell your Disability Adviser if your course includes exams. They will help identify any adjustments you need and include the information in your ISA.

Students who have an ISA will usually be entitled to 25% additional time for exams and a separate room. This will be arranged by your course tutors for all exams on your course, once they receive your ISA.

## Inclusive Assessment

Some units provide all students with a choice of assessment methods. All students can meet the learning outcomes in a variety of ways. The unit brief should indicate when choices are available. For these units, you may not need an individual adjustment

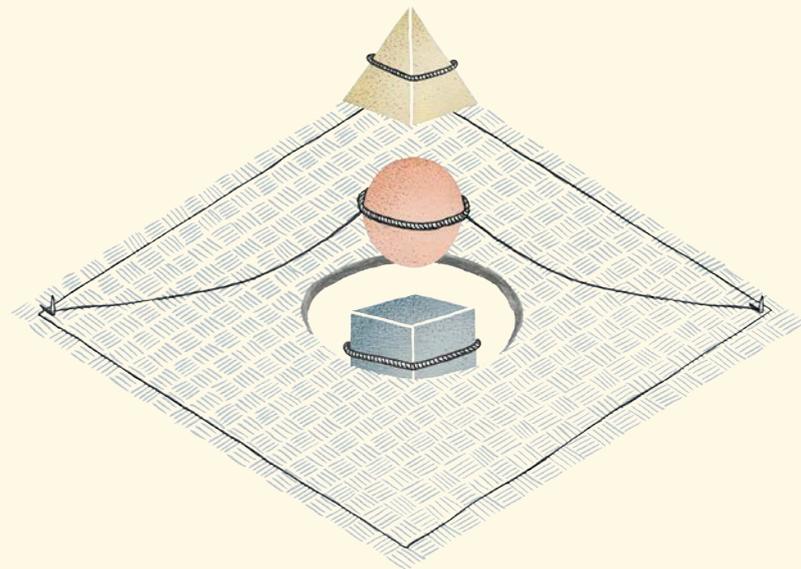
You can contact your Disability Adviser if you feel the assessment choices do not meet your needs.

## Extenuating Circumstances

Adjusted assessments are different to Extenuating Circumstances (ECs).

ECs are circumstances which are unexpected, significantly disruptive and beyond your control. ECs may have affected your ability to meet an assessment deadline or the level of your performance at assessment.

Find out more by searching 'extenuating circumstances' on [arts.ac.uk](http://arts.ac.uk)



### Disability Service

Inclusive, individual, empowering

[disability@arts.ac.uk](mailto:disability@arts.ac.uk) 020 7514 6156

Search for 'Disability' at [arts.ac.uk](http://arts.ac.uk)

Illustration by Augusta Akerman, UAL Graduate

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