

School of Psychology Disability Register – Student Guide

If you are registered with the university disability service, you will automatically be registered on the school of psychology disability register. As a result of your disability assessment an Individualised Student Support Agreement (ISSA) will be created for you which highlights the reasonable adjustments recommended to the School of Psychology by Disability Services. The guidelines below detail how these adjustments are typically enacted in the School of Psychology and who to contact if you have any concerns or queries, and how to make specific requests.

This guide will be updated regularly here if there are any changes to procedures. You can always check the most up-to-date information easily on this page.

Your first port of call for any disability-related concerns is the School of Psychology disability advisor (Dr Tim Fosker). If you have a specific query or concern not answered below you can request an email response from Dr Fosker by completing the contact form [here](#), or arrange a 20 minute appointment to discuss your concerns [here](#).

Below is a list of typical adjustments you may have as part of your ISSA. This list is not exhaustive, and you may have other adjustments not listed here. However, the adjustments listed here are the most common.

Lecture notes/slides in advance

The School of Psychology has a school-wide policy to ensure that all lectures slides are available online via Canvas at least 24 hours in advance of a lecture. This academic year lectures are being recorded and presented remotely and lecture slides will be available simultaneous with the recordings. In most cases lecture recordings will be made available well in advance of any related seminars, and at a minimum 24 hours in advance of the any related seminars.

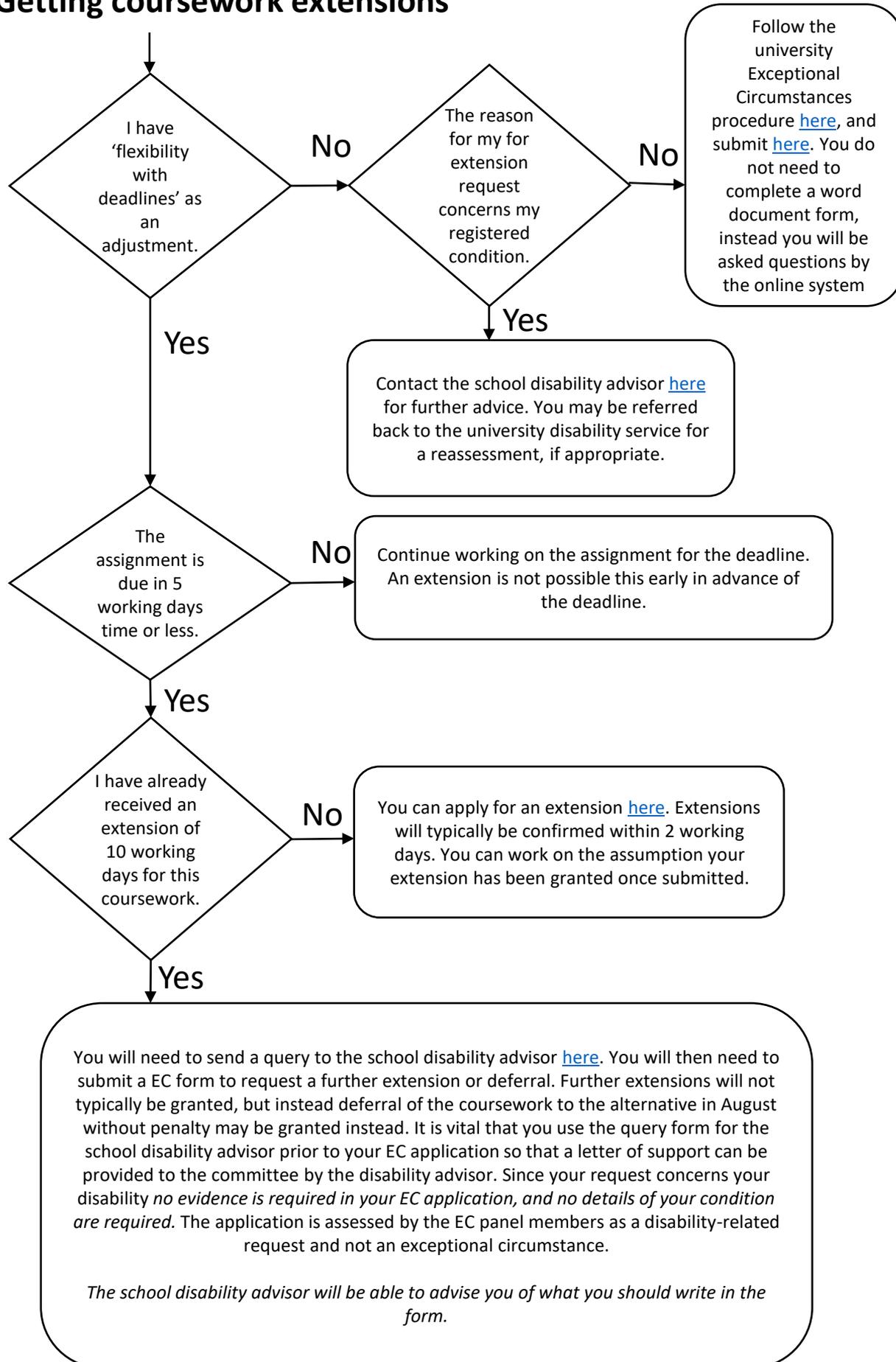
Flexibility with deadlines

It is important to note that extensions are not an automatic entitlement.

This year the undergraduate programme has assessment weeks in which all essays are due, this gives you a clear guideline in advance when assignments are due, and it is in your interest to plan accordingly. All programmes will make coursework deadlines available at the start of the modules. The deadlines for coursework can be found on the Canvas homepage of each module. If you have a reasonable adjustment of flexibility with deadlines you can apply for an extension of up to 10 working days (2 weeks). This can be done via the link [here](#). You can request an extension via the link from 5 working days ahead of the deadline until the deadline. Extensions over 10 working days will not typically be granted because feedback will have been received by other students after this time.

A flow chart explaining getting coursework extensions can be found on the next page.

Getting coursework extensions



Recording of Lectures/Tutorials

If you have this adjustment you may record lectures noting that the recordings remain the property of the university, they are for your own personal use and should not be shared with others. There may be occasions when recording will not be appropriate in classes e.g. when sensitive information is being discussed. That will be at the lecturer's discretion.

You should inform the lecturer at the start of the class if you wish to make a recording so that they can advise you if this is appropriate based on the sensitivity of the topics or interactions.

This year the vast majority of classes will be available via recordings to the whole class, so this should reduce the need for recording.

Adjustments for oral presentations

Most programmes of study within the School of Psychology require oral presentations at some stage. On most occasions these will be group presentations. If you have a recommended adjustment for presentations your personal tutor will be made aware of this. However, if you have an upcoming presentation you are concerned about, it is important you register your concern. Many students who have extreme anxiety over presenting decide that they can manage a group presentation, but if you are concerned about this do make your concerns known [here](#) and arrangements will be made for you.

Examinations/MCQs/Class tests

You may have adjustments for exams which may include extra time and exam breaks, these will be conducted in accordance with university guidelines at the time of the examinations. For MCQs/class tests administered in the school you will be advised in advance of any amendment to your exam, for example a longer duration. If you have any concerns about the adjustment you have been given you can query this in advance of the MCQ/class test using the query form [here](#).

Consideration with Spelling & Grammar

You may have consideration for spelling and grammar with your coursework and/or examinations. The exams office will be aware of your adjustment and identify these anonymous scripts for marking. Your personal tutor will also be made aware of this adjustment. If you have consideration for spelling and grammar for coursework you need to ensure you follow the policies for your programme to ensure your coursework is marked appropriately. Most coursework is marked anonymously on the undergraduate programme and so you need to include the specific anonymous marking codes you are provided with to ensure work is being marked appropriately.