



To: Senior Tutors and College Secretaries

1 November 2011

cc Head of Examinations and Assessments; Senior
Disability Adviser, Student Welfare & Support
Services; Head of Education Policy Support

Ref. JP/BFG/proctors' general/JP exams letters/Colleges MT11

Dear Colleague,

Arrangements for University Examinations

As the new academic year begins, I am taking this opportunity of writing to you about a number of important matters concerning arrangements for University Examinations. Please note the contents of this letter carefully and co-operate by acting on these where necessary.

Education Committee's revised policy on extra time for students with specific learning difficulties: effect on current students

As explained in Education Committee's circular of 21 September 2011, amended arrangements came into effect on 1 October 2011 for students with specific learning difficulties (SpLDs) who need extra time for their written papers. The majority of students with SpLDs have dyslexia or dyspraxia: for information about other conditions covered by the designation, please refer to the Disability Advisory Service's website at www.ox.ac.uk/students/shw/das (where a copy of the 21 September circular has also been posted). The new arrangements include a standard allowance of 25% extra time (15 minutes per hour) instead of the previous 10 minutes per hour.

It has been agreed that the new policy will apply to some but not all current students with an SpLD (*i.e.* students whose needs have previously been assessed and who have ongoing permission from the Proctors for alternative examination arrangements).

- students who have previously been awarded less than 25% extra writing time will be given 25% extra writing time in future examinations. (The Examination Schools will supply the Proctors with lists of students in this category, based on data drawn from OSS. The Proctors' Office will ask each College to confirm that all eligible students have been included on the lists, including those who sit their papers in College.)
- students who have previously been awarded 25% or more extra writing time will be given the same amount of time as before
- students who have been awarded extra time for *word-processing* will keep the same amount of time (*i.e.* there is no automatic adjustment for extra word-processing time in the same way as there is for extra writing time) –*but see next point*



- students who have on-going permission for use of a word-processor and who have less than 25% extra time may apply to the Proctors, via their College, for a review of their current examination arrangements. The application should be submitted by letter to the Junior Proctor or e-mail to proctors.office@proctors.ox.ac.uk, please; the Proctors will then forward this to the Disability Advisory Service, who will arrange for the student's existing diagnostic report to be reviewed by a qualified person. Initially this review will be conducted by a member of the Proctors' Panel of Educational Psychologists who undertake diagnostic assessments on behalf of the University (students will not be asked to contribute to the costs of the review). It is expected that from the end of Hilary Term 2012 the Disability Advisory Service will have an SpLD Specialist Disability Advisor in post who will be qualified to review existing diagnostic assessment reports and advise whether any alteration to students' examination arrangements is appropriate. The Educational Psychologist's or SDA's recommendation will be reported to the Proctors, who will decide the outcome of the application for extra word-processing time and inform the College accordingly.

The Proctors ask for Colleges' co-operation in informing their students of the new arrangements as outlined above; in checking the lists which will be sent to you during the next few weeks; and where applications are made to review existing permissions for extra word-processing time, in submitting these to the Proctors' Office as soon as possible.

Education Committee's revised policy on extra time for students with specific learning difficulties: effect on new students

As explained in Education Committee's 21 September 2011 circular, new students who already have a diagnosis of dyslexia or other SpLD should give a copy of their diagnostic assessment to the College Office for referral to the Disability Advisory Service as soon as possible after arrival at the University. The DAS will review the report to confirm that it meets the University's criteria (e.g. that it was prepared by an appropriately qualified person within the specified timescales – see www.ox.ac.uk/students/shw/das) and then arrange for the assessment to be reviewed by a member of the Panel of Educational Psychologists or, after Hilary Term 2012, the in-house SpLD Specialist Disability Advisor. A summary of the professional's recommendations will be sent to the student's College, which should then submit an application to the Proctors for alternative examination arrangements using the relevant pro-forma on the Proctors' Office website (see www.admin.ox.ac.uk/proctors).

Deadlines for requesting alternative examination arrangements

In the case of students with SpLDs or other diagnosed disabilities or long-term medical conditions: by Friday of 4th Week of Michaelmas Term for all examinations excluding Trinity Term and Long Vacation Examinations; by Friday of 4th Week of Hilary Term for Trinity Term and Long Vacation Examinations

In the case of students with SpLDs or other disabilities or medical conditions which are diagnosed after the above deadlines: as soon as the diagnosis is made known to the College.

In the case of students with injuries or other unexpected health or personal problems: as soon as the problem is made known to the College (once papers have started, the Proctors will do their best to accommodate late requests for alternative examination arrangements, but large numbers of short-notice requests arrive simultaneously it may not prove possible to deal with all of them in time.)



Permission to take bottled water and specified medical kits into examination rooms

The Proctors have approved a variation on the change of policy introduced last year. For University Examinations held in academic year 2011-12 (and until further notice):

- students are allowed to take a bottle of still water, in a spill-proof bottle, into their examination rooms without obtaining prior permission
- students with diabetes are allowed to take in a silent blood-testing kit, a glucose drink and/or glucose tablets, and insulin with syringes without obtaining prior permission; students with asthma are permitted to take in asthma inhalers without obtaining prior permission (*unlike last year, Colleges do not need to notify the Examination Schools in advance; but Colleges are asked to provide such students with a letter confirming their medical condition, this letter to be carried throughout examinations and shown to Schools staff on request*)

As previously, the Proctors' permission is needed if students need to take anything else into the examination rooms (e.g. medications, cushions).

Yours sincerely

Professor Brian Rogers
Junior Proctor