



To: Senior Tutors

4 January 2012

Ref. JP/BFG/JP Short-term letters 2011-12; Colleges HT12 re SpLDs review

Dear Senior Tutor,

Arrangements for University Examinations: extra time for students with SpLDs

I am writing further to my letters of 1 November and 15 November 2011 concerning Education Committee's revised policy on extra time for students with Specific Learning Difficulties.

Further consideration has been given to the operation of the policy and it has now been decided that candidates with SpLDs who are given permission to use a word-processor will have a standard **extra typing-time allowance of 15 minutes per hour** (analogous to the new arrangement for a standard extra writing-time allowance of 15 minutes per hour).

This new standard extra typing-time allowance will be incorporated in future approvals of alternative examination arrangements. If candidates require longer than 15 minutes per hour extra typing-time, a justified case will need to be made and a typing test is likely to be administered before any decision is made.

In relation to **current students with SpLDs**, in a few days' time I will send you, if applicable, a spreadsheet extract from the Examination Schools' database concerning students at your College. This will show what extra typing-time arrangements are recorded as being the subject of on-going permission from the Proctors and will confirm that students previously given less than 15 minutes per hour extra *typing time* now have an increased allowance of 15 minutes per hour.

Yours sincerely

Professor Brian Rogers
Junior Proctor

cc Mr Peter Quinn, Senior Disability Adviser; Ms Sarah Smith, Education Policy Support; Mr Matthew Kirk, Examinations Officer.