

The 2D form – quick guide

What is it?

The 2D form gives **general** guidance to examiners about the possible impact of a specific learning difficulty (SpLD) on writing skills, including issues with spelling, grammar, planning, and structure.

When can it be used?

It is used with formally assessed (i.e. summative) coursework and written examinations – that is only work which contributes to your University public examinations and assessments.

Who can use it?

Undergraduate or postgraduate taught students with a diagnosed SpLD who are submitting summative work and/or taking written exams. The 2D form is **not** available to postgraduate research students.

How do I get permission to use a 2D form?

You must first be registered with the Disability Advisory Service (DAS) and have confirmation from them that your diagnostic report meets the University's criteria and an adjustment to assessments is appropriate.

If you have written examinations and the Proctors have approved your College's application for examination adjustments, you will be automatically granted permission to use a 2D form.

If you have no written examinations, your DAS Student Support Plan (SSP) will confirm that you should be permitted to attach the 2D form to your coursework.

How does the form get attached to my work?

In examinations the form is provided in the examination room – you will need to complete your candidate number and attach the form to your examination scripts before handing in. The form will stay attached to your script when it is sent to the marker.

For coursework, you should collect a form at the Examination Schools submission desk. It is your responsibility to securely attach a form to each copy of the work you are submitting.

What if I forget to attach the 2D form to my coursework?

The 2D form cannot be retrospectively added to a piece of work after the deadline. If you feel your SpLD has made a significant impact on your submission you could ask your college to submit a 'factors affecting performance' application.