

ALTERNATIVE ASSESSMENT ARRANGEMENTS (A STUDENT GUIDELINE) – No PPGU05



Prepared by:	Quality Team	Approved By:	Quality Manager
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What are assessment arrangements?

If you have a disability or need additional support, the College can provide alternative assessment arrangements for you. Staff will discuss and agree the most suitable arrangements with you. These assessment arrangements will give you an equal chance to show what you know, understand and can do. For example, if you use a laptop to type answers because of problems with writing, you can use a laptop in your college assessments. We can also seek approval with the Awarding Body for you to have assessment arrangements in place for any external exams you sit.

You may have different assessment support arrangements in different subject areas or different types of assessment (e.g. practical or written assessments, short answers or extended response) and your arrangements may change over time depending on your particular needs.

The purpose of providing assessment support is to ensure that a “level playing field” is achieved for learners who have support needs. Additional support provided for you cannot reduce/amend/remove the required assessment outcomes.

How will my support needs be identified?

Additional support needs may be identified in a number of ways:

- ideally you should tell us about any disability, health condition or learning need when you apply for a course at College. The sooner we can meet with you to discuss your needs, the sooner we can put arrangements in place to support your journey at College
- course team staff will ask during interview if you have any disability/medical/health or other support need that may affect your study, or a reference received may highlight this
- if you are a returning student information regarding your additional support needs will be carried forward and reviewed with you to ensure that assessment arrangements are still suitable
- schools or support agencies may advise us of additional support needs or make referrals before you start your course or throughout the year

At any point in the year, you may discuss your progress and support needs with your Group Tutor and/or any Lecturer. With your agreement they can make a referral to the Student Services team.

What happens next?

The Student Services team will arrange, or carry out, assessment and/or screening tests as appropriate to identify/confirm your individual needs. They will then create or update a Support Plan and agree this with you. The Support Plan will detail the assessment arrangements which have been agreed with, and for, you. This Plan is made available to your Curriculum and Quality Leader/Group Tutor and to other staff who teach or support you. Staff are then responsible for implementing the agreed assessment arrangements to support you in your learning journey. It is important that assessment arrangements are reviewed on an ongoing basis. Your feedback is important. Please keep in touch with your class lecturers/Group Tutor/Student Services contact to review how the agreed assessment arrangements are working for you.

If you are booked to sit any external exams and already have a Support Plan in place, Student Services staff will discuss proposed examination arrangements with you and approval will be sought from the awarding body. Additional arrangements for external examinations will normally be the same, or similar to, what you have in place for in-college assessment.

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What sorts of assessment arrangements are available?

Examples of assessment arrangements might include:

- extra time allowances
- use of Information, Communication and Assistive Technologies
- use of a Human Reader and/or Scribe
- transcription with/without correction of spelling and punctuation
- use of a Prompter
- adapted question papers
- use of dictionaries
- rest periods
- oral rather than written questioning

Who should I contact if I have any queries about support and assessment arrangements?

You should discuss this with your Group Tutor in the first instance. Alternatively, you can contact the Student Services team directly: guidance@dundeeandangus.ac.uk