You only need to complete this form if you have any information that you think we need in order to help you. **Read the information overleaf** before deciding whether you should send in this form. The information will be held in confidence and only made available to University staff if it is necessary to enable us to support you.

Describe briefly any relevant condition and special arrangements or consideration you may need. Use an additional page if necessary.

**Evidence provided:** Specify the document(s) you are providing as evidence of your need for special arrangements or consideration eg educational psychologist’s report, letter from GP.

**Declaration**

1. To enable the University to meet its obligations under the Equality Act 2010, I hereby give permission for this information to be shared with personnel and officers of the University, including Tutors, Lecturers and Assessors, Disability Advisers, Examinations Officer and members of the Examinations Board, Student Accommodation Office and Hall Wardens, Administrative Staff, School Health & Safety Officer, Student Health Service

2. I agree to the University of Bristol recording and processing this information about me. I understand that this information will be used only for the purpose(s) set out in Statement 1 above, and my consent is conditional upon the University complying with its duties and obligations under the Data Protection Act.

Return this form by Thurs 14th September or as soon as possible thereafter. If you do not have evidence available to you immediately, submit this form without evidence as soon as possible and tell us that you will be letting us have your evidence later.

**By post to:** Andrea Pearce, School of Biological Sciences, Life Sciences Building, 24 Tyndall Avenue, Bristol, BS8 1TQ

**By email to:** andrea.pearce@bristol.ac.uk (You may wish to encrypt your attached documents.)
What information should be included on this form?

You should include:

- Notification of a medical condition or disability.
- Any form of medical treatment or supervision you are receiving.
- Any condition that could affect your fitness to undertake practical work or field work, or may present a risk to yourself or others.
- Details of all special arrangements you received for your GCSE or A-levels or any other recent examinations (e.g. extra time in exams).

What special arrangements can be requested?

The University will make any reasonable adjustment to arrangements for teaching and assessment where, because of a disability or health condition, the University considers that the standard arrangements would place a student at a disadvantage.

Common requests include:

- Extra time in examinations. The usual adjustment for students with dyslexia is 15 minutes per hour additional time (ie 25% extra time).
- Use of a PC in examinations. When PCs are provided there is no access to material stored as memory and, unless there is specific supporting evidence, no access to spell checker or related software.
- Use of coloured overlay / printed documents provided on coloured paper. Please specify the specific shade(s) requested.

For special arrangements in examinations, you must also make a formal application following University procedures once you arrive at University.

What evidence is required?

If you are not asking for any special arrangements then you do not need to supply evidence.

If you would like to be considered for special arrangements, one of the following is normally required:

- Dyslexia report. A report from an Educational Psychologist, secondary school or college which must have been produced for your GCSE or A-levels or similar exams. You should submit the full report, not an extract.
- Evidence from your own GP or a doctor in the University’s Student Health Centre.
- Report from a hospital where you are being treated.
- Report from a psychiatric nurse or other mental health professional.
- A Learning Support Plan prepared by the University’s Disability Services.

We do not accept a DSA (Disabled Students Allowance) report as evidence in support of special arrangements.

The University’s Disability Services Unit provides a range of services to students. We recommend that you contact this service as soon as possible if you need, or think you may need, advice or a learning support plan. You do not need to wait until you arrive at University.

http://www.bristol.ac.uk/disability-services