

## **Dyslexia and other Specific Learning Difficulties<sup>1</sup> (SpLD) 2012-13**

### **Policy**

The University of Oxford welcomes diversity amongst its students and is committed to promoting equality of opportunity between disabled people and other people. The Department works within the University's Disability Equality Policy to make reasonable adjustments to support students with dyslexia or other specific learning difficulties during course delivery and assessment.

The Department will maintain a register of all students with Dyslexia and Specific Learning Difficulties.

### **Guidance:**

- Any student who has been assessed with a Specific Learning Difficulty or feels that they may have a learning difficulty should contact Registry as soon as possible and ideally as soon as they have been accepted on a course.
- If the student has a diagnostic assessment undertaken by specialist teacher with a valid practising certificate and following agreed University criteria the assessment will be accepted as long as it is no more than five years old. The assessment will be forwarded to one of the University's approved psychologists for summarising. If necessary an assessment can be arranged with one of the University's approved psychologists, funded by the University SpLD fund.
- The psychologist may recommend special arrangements for examinations, such as extra time (the most common concession is the allowance of an additional 15 minutes per hour of written examination), although other concessions might be recommended, such as permission to use a word-processor in the examination or for the student to sit in a separate room.
- Registry will request Proctors' permission for the above examination arrangements. If the Proctors agree the arrangements they will also advise that a cover sheet explaining the candidate's dyslexia or other learning difficulty be attached to examination and assessed coursework scripts when they are sent for marking, together with notes for guidance on assessing the work.
- Registry can also support the student if they need to apply for a Disabled Student's Allowance to fund personal and equipment-based support which is arranged with the University Disability Advisory Service.

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<sup>1</sup> This policy applies to students on award-bearing courses. Provision for students on accredited courses such as weekly classes or online short courses is set out in the Tutors' Handbook.

- Other adjustments may include use of different coloured paper for class handouts or permission to record lectures.
- Registry will contact the Departmental library to arrange for extended loans in all libraries for students with Specific Learning Difficulties.

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