

All Souls College: Disability Policy for the Fellowship Examination

1. Examination adjustments are put in place for a candidate when the standard examination arrangements would put them at a substantial disadvantage because of a disability (including specific learning difficulties) or a specific health condition.
2. A person has a disability under the Equality Act 2010 if they have a physical or mental impairment and the impairment has a substantial ('more than minor or trivial') and long-term (lasting or likely to last 12 months or more) adverse effect on their ability to carry out normal day-to-day activities.
3. To request examination adjustments, candidates are strongly advised to fill in the relevant section of the online application. We cannot guarantee to be able to make adjustments if candidates request them after the deadline for online application.
4. Supporting documentation will be required as part of the online application, and we will be unable to make adjustments if it is not provided. Candidates with a disability are strongly advised to undertake an assessment with the University of Oxford Disability Advisory Service, who will review professional assessments and/or medical evidence and make a recommendation on suitable adjustments to examinations as part of the Student Support Plan (SSP). For candidates who already possess an SSP from the University of Oxford Disability Advisory Service, this document should be submitted as supporting documentation. For candidates who do not possess it, supporting documentation may include professional assessments and/or medical evidence, as well as evidence of examination adjustments made for the candidate on prior degree courses. The documentation must explain the impact of the condition and/or its treatment on the candidate's ability to sit written examinations. The University guidance on medical evidence and certificates, including a template for external medical practitioners, is available here: <https://academic.admin.ox.ac.uk/medical-evidences-and-certificates>. Candidates whose applications we are unable to process based on their existing supporting documentation may be asked to submit evidence in line with this template. If any part of the documentation is in a language other than English, it will only be accepted if accompanied by a certified translation into English.
5. Individual adjustments will be decided upon reviewing the candidate's supporting documentation. The following guidance is provided in relation to the different circumstances in which examination adjustment requests may be considered and possible standard adjustments that may be applied:

SpLD

- extra time, typically 15 min/h
- PC with spelling-grammar check enabled

- individual sitting if voice recognition software is used

Medical condition

- extra time if processing speed is affected by condition or medication, typically 15 min/h
- rest time, typically 15 min/h
- snacks and/or medication if needed
- PC and/or ergonomic equipment
- individual sitting if rest time involves exercises that cannot be done silently whilst sitting down or a sit/stand desk is required

Visual/auditory condition

- alternative paper formats
- extra time and/or rest time
- PC
- individual sitting if assistive software is required

Mental health condition

- extra time if processing speed is affected by condition or medication, typically 15 min/h
- rest time, typically 15 min/h
- medication if needed

ASD/ADHD

- extra time, typically 15 min/h, and/or rest time, typically 15 min/h, if processing speed is affected by condition or medication
- dress code excusal
- noise-cancelling headphones

Physical/mobility impairments

- accessible exam venue
- extra time and/or rest time, typically 15 min/h
- assistive software
- ergonomic equipment

6. Candidates who request adjustments will be notified by email ahead of the examination what arrangements will be made for them. If the candidate believes that the arrangements are inappropriate or inadequate, they should immediately contact the Academic Administrator (Examinations, Projects and Communications). The College will accommodate any further requests as far as reasonably practicable but, ultimately, the decision as to the arrangements will rest with the College.

Approved by Governing Body on 10 June 2023