

Support for Assessment :

Procedure for students with temporary hand and arm injuries

1. Where a student wishes to request the use of a scribe due to broken wrist / hand etc, it is the student's responsibility to contact the Examinations Unit to request that this support be put in place. The University will try to assist by setting up this arrangement for the student, subject to time and resource availability. If the assessment is a class test, the School in which the student is enrolled is responsible for the arrangements. If the assessment is a formal exam, Exams Unit / Student Administration Services is responsible for the arrangements.
2. 25% extra time will be given to student during the examination / class test.
3. If the student wishes, and if the allocated scribe can accommodate it, the student should be given an opportunity (on one occasion only, to limit expense) to practice with scribe in advance of the assessment. The cost of the scribe should be met by the School if assessment is a class test or by the Examinations Unit if assessment is a formal examination. Where possible, the student should be encouraged to utilise this practice session. The practice session would be of maximum 2 hours' duration and the student would be responsible for providing whatever material he/she wished to use as practice material, for example, a previous examination question paper.
4. If, after practicing with the scribe, the student decides to go ahead with exam using the scribe provided, then he/she is not able to use a 'lack of appropriate support' as being a reason for any subsequent mitigation claim.
5. If, after practicing with the scribe, the student decides not to go ahead with exam using the scribe provided, then the student has the right to submit a claim for mitigation due to adverse circumstances but may not use 'lack of appropriate support' as being the reason for his/her mitigation claim.
6. For further details on the above, please contact the Examinations Unit on 0141 848 3297 or by e-mail at examinations@uws.ac.uk.