

Personal Details

Name	· Blogs, Joe
StudentID	· 1234567
Email	· joe.blogs@student.manchester.ac.uk
Disability	· 02 Blind/partial sight
Release Info to Placement?	· N

Course Details

Faculty	· Faculty of Science and Engineering
School	· School of Computer Science
Course	· BSc(Hons) Computer Science
Classification	· UGRD
Year of Study	· 03
Personal Tutor	·
Academic Tutor	· alan.smith@manchester.ac.uk
DC	· Wendy Graham

Background Information

Joe reported that he has very limited sight – from his right eye only. He explained he can only really identify people if he is very close them. Reading is a major issue for Joe - he uses assistive software (JAWS), as well as human reader support (for very complex text), in order to read effectively.

Joe uses a cane when moving around campus. He confirmed that he still requires assistance with mobility in general, especially on unfamiliar routes.

Exam Support

Alternative Assessment - See Note
 Alternative Format Paper - see note
 Equipment PC
 Extra time other - See Note
 Invigilator Aware - See Note
 Location - Separate
 Morning Exams Only
 One Exam per Day
 Reader
 Rest breaks

Automatic One Week Extension? Yes

Date Auto Extension Agreed ◦ 2015.09.21

For further information please go to
<http://www.dso.manchester.ac.uk/autoext/>

Please note that Exam Support recommendations, unless otherwise stated, are for written, timed, examinations only. These recommendations should be applied to all written in-class tests/exams which the School runs outside the main exam periods and which are not managed by the Exams Office

Support Recommendations

Advance copies of lecture notes

Joe will require access to copies of lecture notes and presentations in advance of classes – so that he and his note takers can prepare. Where these are already provided in advance by the School for all students (on Blackboard etc.) then there will usually be no need to provide separate copies, however the School should ensure that Joe is aware of how to access these notes.

Alternative format

Joe uses assistive software (JAWS) for all reading. In order for Joe to be able to use his assistive software, material must be provided in WORD format. We ask that, where possible, tutors do send any required reading/ articles/notes to Joe in WORD format directly, as early as possible – to allow him the time he needs to complete the reading.

If tutors are unable to send reading to Joe in WORD format, they should liaise with the School's Disability Co-ordinator (currently Wendy Graham) and arrange to get the required reading lists to the library's digitization team – so that formatting of reading can be arranged. This process can be very time-consuming, particularly for long and complex texts. We therefore ask that the required reading is sent to the library by 1st August, for Semester 1 reading, and by 1st December, for Semester 2 reading. It is helpful to prioritize reading for the library team – so that they can get the adapted material to Joe in time for him to complete the reading.

Awareness

Joe is unable to read signs on doors – and so needs to be informed, with as much notice as possible, if there are any class cancellations or changes to venue etc. Joe works very closely with support workers and it can be difficult to cancel/change their plans around unscheduled class changes.

If there are any issues with implementing the adjustments recommended, please contact the DSO to discuss within 2 weeks of receiving this report

(dso@manchester.ac.uk 0161 275 7512)

Please note that you might find that some students do not currently have any notes for Exam Support/Academic Support/Background Information. These students have registered with the DSO, but have not yet accessed a support assessment meeting to determine their support requirements.