

## ASSESSMENT SUPPORT FOR STUDENTS WITH LEARNING CONTRACTS

- 1 In this document 'we', 'our' and 'us' refer to Sheffield Hallam University. 'You' and 'your' refer to all taught students at Sheffield Hallam University who are studying for a Sheffield Hallam academic award at the University. Any variations to the following processes in place at partner organisations will be notified to you.
- 2 We are committed to ensuring that our assessment arrangements enable all students to be assessed in a fair and equitable manner. We recognise that if you have a disability, you may need some adjustments to assessments to support you. It is essential that you declare any disability at the earliest possible opportunity and register with [Disabled Student Support](#) (DSS).
- 3 'Disability' in this context includes any impairment or medical condition that has lasted, or is likely to last, for at least 12 months, which could make it difficult for you to complete assessment under existing arrangements. Some disabilities, such as physical or sensory disabilities, may be obvious, whilst others may not be apparent unless disclosed by you, for example, diabetes, epilepsy, dyslexia or mental health problems.
- 4 Once you have registered with DSS and submitted appropriate evidence of your condition, your needs will be assessed and a [Learning Contract](#) will be drawn up for your approval. In some cases, a basic Learning Contract will be produced initially until a more bespoke Learning Contract can be created for you following a guidance appointment with a Disability Adviser or a Study Needs Assessment with a qualified assessor. A Learning Contract is our record of the adjustments we recommend for you.
- 5 Adjustments agreed in Learning Contracts cannot be applied retrospectively to assessments that you have already taken, so it is important that you engage in this process as soon as possible, and well before you reach any assessment points. We are not able to put any adjustments in place until a Learning Contract has been agreed by you.
- 6 We understand you might not always feel comfortable engaging in this process, particularly when your disability is of a personal and sensitive nature. Any information you disclose will be handled in accordance with the [University Student Services Confidentiality Policy](#). Your Learning Contract will only be

disclosed to University staff and will not be shared with anyone outside the University without your permission.

- 7 We expect you to take time to plan your work carefully for each assessment for your course, try to submit all work on time, and attend all examinations. Generally it is in your best interests to take assessment on time and to complete your course within the normal duration.
- 8 It is important that you check your Learning Contract carefully and make yourself familiar with the processes in this document that relate to the reasonable adjustments included in your Learning Contract.

9 There may be times when you are unable to submit coursework and/or attend examinations due to circumstances that are not related to your disability, or where there is a disability-related issue that is not covered in your Learning Contract (ie. a new disability). We would consider this to be an exceptional circumstance, and would support you through the Extensions and Exceptional Circumstance Policy. Please seek advice from your Student Support Adviser about the options available to you.

### **Requesting extended deadlines for coursework**

- 10 If your Learning Contract states that you can request an extended deadline for coursework and you feel it in your best interests, then you should complete the online extension request via [My Student Record](#). Postponing a submission may impact on other upcoming work that you are due to submit so we expect that you will only request an extended deadline once you are sure that you will not be able to submit on time despite your best efforts. Your Learning Contract does not give you an automatic right to an extended deadline in all situations. It may not be possible to facilitate an extension for presentations, practical work assessments, group work, etc. You are advised to contact your Student Support Adviser to discuss whether it is possible to have an extension for these types of assessments.
- 11 The extension request should normally be submitted no later than 24 hours before the submission deadline for the assessment. Requests made after this time may not be considered. You will not be required to provide any medical evidence relating to your disability as part of this process. If you would like help completing the extension request, please speak to your Student Support Adviser or come to a Hallam Help Point.
- 12 Your request will be considered taking into account:-
  - your overall workload and scheduling of assessments;
  - the work you have completed to date
  - our schedule of marking and feedback for the assignment.

You will be informed whether your request for an extension has been approved or declined. You will normally be granted a 10-day extension. The length of time permitted will be dependent upon whether it is possible to mark and moderate the work before the assessment board deadline.

- 13 If you are unable to submit your work for the extended deadline, it might be possible to request an additional extension (to the next assessment period) if this is recommended in your Learning Contract. Additional extensions should normally be requested a minimum of 24 hours before the new, extended submission deadline. You must discuss the need for any additional extensions with your Student Support Adviser. It is advised that you contact your Student Support Adviser as soon as you think an additional extension may be needed. This is because additional extensions can affect progression, funding, etc.
- 14 If an additional extended deadline (to the next assessment period) is agreed for an assessment task, no further extensions for that task can be given based on your disability. An additional extended deadline is the maximum length of time we can delay a submission deadline for your work as part of the reasonable adjustments in your Learning Contract. If you do not pass the assessment, then [Standard Assessment Regulations](#) will apply at this point.

**Specific conditions for examinations (see also [Exam Conduct Policy](#), sections 40-46)**

- 15 If your Learning Contract recommends exam support arrangements, the Registry Operations team will put these in place for you, and they will be indicated on your examination timetable. It is important that your Learning Contract is in place in good time prior to the examination period for the arrangements to be put in place (see point 16).
- 16 Learning Contracts must be agreed by you and published by specific dates prior to the exam period in order to allow sufficient time for arrangements to be arranged. These dates are stated in the [Examination Conduct Policy](#). There may be occasions when your Learning Contract is published after these set dates but before the examination takes place. If this happens, you are advised to take the exam anyway, if at all possible,
- 17 After you have taken the examination and received your results, if you feel that you did not perform to the best of your ability because the arrangements as outlined in your Learning Contract were not in place, you must contact your Student Support Adviser within 5 days of the results of the examination being published to you to arrange for you to take the examination again.
- 18 Registry Operations will put the exam arrangements in place and you will take the examination again during the next assessment period (with no mark penalty). If the mark is lower than your initial attempt at the examination, we will use the initial (higher) mark to calculate the overall module mark.

- 19 It is likely that this opportunity is more important if you are at levels 5 or 6 where module marks count towards your honours degree classification. If you are at level 4 it may not be helpful for you to take an examination again that you have already passed as many first year exams do not count towards your honours degree classification.

**Requesting to postpone an examination or take an examination again (including time-bound assessments)**

- 20 If your Learning Contract recommends that you have the option to take an exam again due to your disability, you must liaise with your Student Support Adviser to discuss this as soon as possible before the examination, or within 5 working days after the examination.
- 21 If you do decide to take the examination again, then the mark you achieve at this attempt will stand even if it is lower than your first attempt.
- 22 If you have taken the examination (rather than postponed it in advance of the exam date), you must contact your Student Support Adviser within 2 working days of the results of the examination being published to you to confirm that you want to take the exam again. This is because sometimes you perform better than you think you have and we need to know whether or not you definitely want to take the examination again in order to put your adjustments in place.

**Alternative form of assessment for examinations**

- 23 If your course includes examinations, then you are normally expected to attempt these with appropriate adjustments relevant to your disability. Exceptionally, where usual adjustments are not adequate or are inappropriate, DSS may propose an alternative form of assessment to examinations following consultation with the Module Leaders. If your Learning Contract recommends that you have an alternative form of assessment for examinations, your Module Leader will set the alternative assessment. This has to be done well in advance of the examination date and cannot be put in place close to the examination date.
- 24 The alternative form of assessment will be of the same rigour and standard as the examination and will assess the same learning outcomes as the original examination. It is the decision of the Module Leader to set the most suitable alternative assessment to assess the learning outcomes.
- 25 If your course is accredited by a professional body which stipulates that assessment must be via examination, we will liaise with the professional body to determine whether an alternative form of assessment is appropriate. There may be occasions when it is not possible to set an alternative form of assessment due to professional body requirements.

- 26 Where your Learning Contract recommends extra time in exams, and the extra time means that your examination will last more than five hours, we can consider a 'split examination'. This means that you would sit the first half of the examination paper on one day (at the same time as the main cohort of students), and the second half of the exam on another day. You would be given alternative questions for the second half of the exam as the original questions will have been seen by other students. Both halves of the exam would be sat under examination conditions.

More information for students available here - [Assessment 4 Students](#).

More information for staff available here - <https://blogs.shu.ac.uk/ip/http://academic.shu.ac.uk/assessmentessentials/supporting/inclusivity-and-disability/>

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