

Summary of Reasonable Adjustment - Guidance

The Summary of Reasonable Adjustments (SoRA) is a document created to communicate to staff the [reasonable adjustments](#) required for a student to access their studies. The SoRA may also contain useful information for staff to be aware of when working with a student.

It is a Higher Education Providers duty in accordance with the Equality Act 2010 and the Public Sector Duty to provide reasonable adjustments where needed to ensure equitable access to its learning and teaching activities.

Further Guidance and information can be found [here](#)

To obtain a SoRA the student will have had meaningful assessment by a member of the Student Support and Wellbeing (SSW) Disability and Mental Health Team and provided evidence confirming a [disability](#). A draft will have been written and shared with the student for agreement.

Students can be registered as a disabled student and access support without having a SoRA. A SoRA will provide a student with reasonable adjustments to their teaching, learning and assessment provision and delivery. Support, such as Specialist Study Skills, access to extended library loans and access to taxis can be arranged for a student without the SoRA being put in place. The decision as to whether a SoRA is or is not produced will always remain with the student.

Storage and Sharing of the SoRA

Upon agreeing to a SoRA the student is confirming that they consent for it to be shared with their department and relevant staff within UCL to enable them to access their teaching and learning. Students are able to make a partial disclosure and only request that certain members of staff be made aware. For example, a student can request to have examination adjustments for their centrally run exams only, in which case these arrangements can be made without the department's involvement. In cases of partial disclosure, the student will be made aware of the impact on the support available to them and instructions will be sent to relevant staff.

Students are given access to UCL's Privacy Notice.

It is expected that the department will store and share the SoRA appropriately and in accordance with UCL's GDPR guidance on [disclosure and sharing](#).

It is important that relevant staff know the existence of the SoRA and its contents.

Relevant staff might include laboratory assistants, the health and safety adviser for that building, teaching assistants, lecturing staff, visiting lectures, module leaders, programme administrators, etc.

New and updated versions of a SoRA will be shared and made known to a department. It is important that department's archive the previous version(s) and make it known to relevant staff that a new version exists and its contents.

Extenuating Circumstances and the SoRA process

A SoRA does not eradicate the need for a student to apply for Extenuating Circumstances, although the grounds for which a student requires the EC need to be different to those already deemed 'covered' by the SoRA.

Therefore the student will need to evidence a worsening or acute episode of their ongoing known condition / disability or a new condition / circumstance not previously known.

If a department or student is in doubt, they should contact the SSW Disability, Mental Health and Wellbeing Team to discuss.

Adjustment Guidance

Notes in Advance / Reading Lists in Advance

Nearly all of our SoRAs at UCL will recommend that lecture notes and reading lists be given in advance to disabled students. Doing this overcomes many barriers for students, including those who are not disabled and UCL hope it is seen as good inclusive practice and not as a reasonable adjustment.

It is understood that there will be times when content may change due to an event or recent news story. However, the general structure and outcomes of the session are likely to stay the same.

Notes do not have to be provided directly to the student unless clearly stated and they do not have to be hard copy unless clearly stated. It is considered reasonable that they be uploaded onto Moodle, with at least 48 hours' notice, to permit the student time to read them and if needed print them.

Providing reading lists in advance, again, is good inclusive practice, but also enables a student to ensure that they can access the material in a format that is suitable to them.

Providing information in an alternative format

If it is requested that information be provided to students in an alternative format; the department are expected to lead on this adjustment. However, SSW Disability, Mental Health and Wellbeing team can support the department in identifying how they can do this as can the [UCL Library Disabilities Support Officer](#).

Recording of Lectures

For some students, taking hand written notes can pose a significant barrier to absorbing and engaging in material delivered in taught sessions. For this reason a common reasonable adjustment to be recommended is 'permission to record taught sessions'. Students with permission to record lectures must only use recordings for their own private study. Recordings must not be reproduced, passed on or made available to anyone else other than for transcription purposes. Recordings must not, under any circumstances, be made available on any website or social media platform.

The copyright and ownership of the content of a lecture / taught session still adheres to the [UCL IPR policy](#).

Attendance

A SoRA will never have the ability to overrule academic regulations; therefore, our notice about attendance is there for information only and not meant to excuse non-attendance.

Unplanned absences should be dealt with in line with departmental policy. Students are advised that they should notify departments of any pre-planned absences, such as medical appointments, to enable planning. Departments should consider supporting a student to arrange the study timetable wherever possible so that it does not prevent them from attending medical appointments or put them at a known disadvantage. Where attendance is becoming an issue or where a student has missed a summative assessment activity they should be encouraged to submit extenuating circumstances.

Extensions

Students with a SoRA are able to request extensions of up to 1 week for course work and up to 2 additional weeks for substantive assignments, these are assignments with significantly higher weighting on the student's final grade. Students are advised that they should always notify their department if they wish to use their extension.

The above timelines are deemed reasonable; however, departments have the flexibility to offer up to the timelines suggested where there are constraints to offering the full recommended time. An example of where less time might be offered could be where submission has to be made prior to answers / solutions being published to the student group.

Where a department feels that it is not possible to offer any additional time (e.g. where submission is also a presentation), an alternative should be considered. Examples of alternative to an extension include; reduced submission, staggered submission, an additional tutorial to aide planning and time management workshops.

Examination Adjustments

Examination adjustments are shared with the department and SRS Examinations team. The department are responsible for ensuring that the adjustments in this section are in place for any in-class or departmental led examination.

SRS Examinations team are responsible for ensuring that the adjustments in this section are in place for any examinations during the main examination period, and the Late Summer Assessment examination period.

Where a student requires an Individual Room the department are responsible for organising these examinations within the department.

Alternative method of assessment

There will be times when the process of a timed examination cannot be adjusted to accommodate a student's needs, or where the level of adjustment required is deemed unreasonable. In these circumstances an alternative method of assessment should be considered.

The Adviser or Coordinator drawing up the SoRA with the student will contact the department to discuss this prior to confirming the SoRA. Until an alternative method of assessment is agreed by the department (in liaison with relevant staff, such as the External Examiner) a SoRA will be drawn up with temporary examination adjustments, to account for any assessment that might need to take place during this time.

Placement Adjustment

Where a student makes it known that they are likely to be taking part in work based learning activities the SoRA will outline possible reasonable adjustments that should be put in place. However, students will also need to engage with their placement provider,

particularly where adjustments to their activities, workstations or the environment are required.

It is encouraged that where placements are organised by the department, that the department supports the student with these conversations.

Study Abroad

Where a student makes it known that they are likely to be taking part learning activities via a Study Abroad route the SoRA can be shared with the host institution by the student. Students will need to liaise directly with their host institution and adhere to the Disability provision of that institution, which may be different to UCL's.

Field Trips

This section will include any useful information for courses / departments when offering and planning a field trip. If a field trip is offered (optional or compulsory) it needs to be accessible to all students. If the trip is not accessible for all it should be rearranged so that all students have the opportunity to participate.

If a student is unable to attend a compulsory fieldtrip due to disability related reasons, an alternative activity should be available to them so that they are still able to engage in the learning.

Health and Safety

Any Health and Safety information relating to a student, such as the need for a Risk Assessment, Personal Emergency Evacuation Plan or guidance should the student become unwell will be included in this section.

Student Support and Wellbeing Disability Advisers and Mental Health Coordinators are not trained in carrying out PEEPS or Risk Assessments, nor do they have expertise in the types of activities carried out by courses or buildings. However, our Advisers and Coordinators can support a department in the carrying out of these assessments as can the local Health and Safety Adviser.