

Reasonable Adjustments Factsheet

Reader

- Before the start of your exam your invigilator will have a conversation with you about how you will work together. The invigilator will act as the reader.
- Your invigilator will read aloud what you want to be read but will not help you interpret any written text.
- You can ask them to change speed, re-read something or move from one section of a document to another.
- They can read back your answer if you ask them to.

Action for you – to discuss in advance

If you normally use Claro Read, or other read aloud software, for your studies, you may want to discuss using the software for exams, instead of having a Reader. [Contact Disability Services](#) to discuss this.

Action for you on the day

- Arrive early (at least 20 minutes before the start of your exam).
- Have a chat with your invigilator prior to the start of the exam to see how you want to work together.

Scribe

- The scribe's role is to produce a handwritten or typed answer from your dictation.
- They will write/type exactly what you say and only make changes that you tell them to.
- They cannot help with answers or suggest when an answer is finished.
- They can read back what has been written/typed, but only if you ask them to.
- You can write or type yourself at any time if you want to.

Action for you on the day

- Prior to the start of the exam, let the scribe know how you want them to work with you.

Prompt

- Before the start of your exam your invigilator will have a conversation with you about how you will work together. The invigilator will act as the prompt.
- A prompter can keep you focused on the need to answer a question and then move on to answering the next question.
- You can ask them to give you time prompts.

Action for you – to discuss in advance

- Consider how you want to be prompted e.g. by tapping on the desk or by the prompter speaking your name.
- Also consider how frequently you want to be prompted and what the prompter should look out for to notice that you may need a prompt.

Action for you on the day

Have a chat with your prompter prior to the start of the exam to see how you want to work together.

Claro Read

Claro Read is a read aloud/text to speech software which, if you are used to it, you may request to use in your exam.

Action for you – to discuss in advance

- Talk to Disability Services to request using Claro Read in an exam. You are likely to take your exam in a computer lab with other candidates, where you will use your own headphones.
- Make sure you know how to set up Claro Read with the right settings for you, for example, the speed of the voice, as you will need to do this just before the start of your exam.
- Claro Read may not work well with some symbols so think about whether using it is suitable for your exam, for example, it is not currently recommended to use Claro Read for maths exams.

Action for you on the day

- Arrive early – (at least 20 minutes before the start of your exam).
- You should have a few minutes to test Claro Read and set it up to your needs before your exam starts.
- Please bring your own headphones to your exam.

Using a PC for a written exam

- You will be directed to a computer that has been set up for you and your exam. A Word document will be ready to use to write your answers.
- Several students will be taking their exam on a PC in the lab.
- There will be no announcement to warn you that it is nearing the end of your exam. To help you manage your time, you will have a slip showing you your total exam time, which you can check against the computer clock. This time on the slip will have been adjusted if you have extra time for your exam.

Actions in advance if you know you will not need a computer

If you know ahead of the exam that you will not need your computer, for example if you have a maths based exam and would rather use pen and paper, email the Exams team at exams@uwe.ac.uk, quoting your:

- Name,
- ID number,
- The title and code of the exam,
- The date of the exam (from your timetable)

The Exams team will aim to move you to a more suitable location if possible.

Action for you on the day

- Fill in the signature slip and front of an exam answer booklet, so your work can be marked and traced, once printed.
- Fill in your student number, exam module code and date of the exam in the header of the word document. This is to ensure we match your printed document with the right exam answer booklet, ready for marking.
- **Not using the computer:** For certain types of exams, you may decide not to use the computer on the day. There will be space to the side of the computer for you to write any answer directly on an exam answer booklet.

Multiple Choice Questions (MCQ) exams

- Multiple choice questions are usually answered on a specific Answer Sheet which allows for automated marking.
- You may choose to handwrite your answers on the form, rather than use the computer. Follow the instructions about how to fill the form correctly. There will be space to the side of the computer for you to complete the form.
- Alternatively, you may decide to use a Word document to record the answer for each question.

Actions in advance if you know you will not need a computer

If you know ahead of the exam that you will not need your computer for an exam that solely consists of MCQ, email the Exams team at exams@uwe.ac.uk, quoting your:

- Name,
- ID number,
- The title and code of the exam,
- The date of the exam (from your timetable),

The Exams team will aim to move you to a more suitable location if possible.

Extra time

- You will sit your exam in a location with other students who also have extra time.
- To minimise distraction, there will be no announcement to warn you that it is nearing the end of your exam. To help you manage your time, you will have a slip showing your adjusted writing time which you can check against the clock.
- If your extra time means your morning exam is likely to clash with us setting up and starting the afternoon exams, we will ensure your morning exam is scheduled away from the ECC, so you are not disturbed by the afternoon exam preparations and announcements.

Away from desk breaks

- During a supervised rest break you will not have access to your exam papers.
- The timing of the exam will be paused at the start of your break and re-started when you are ready to continue.
- The invigilator will let you know how to request a break during the exam.

Action for you on the day

Let the invigilator know how many breaks and their approximate duration that you are likely to need.

Your exam schedule

It is important you check your schedule regularly and certainly as you make your way to the exam location. We do our best not to change locations, but it is sometimes necessary to accommodate unexpected situations.