Disability Advisory Service

**Obtaining Appropriate Evidence of Existing Examination Adjustments for Individuals with Specific Learning Difficulties**

1. Colleges are advised to seek formal confirmation from candidates’ schools that adjustments for A-Level examinations, or equivalent pre-University examinations, are in place as the individual's normal way of working and have been approved by the relevant awarding body. Please note in UK schools examination adjustments are known as “access arrangements”. Appropriate evidence would be:

A copy of a Joint Council for Qualification (JCQ) approval notification of an access arrangement plus a copy of the JCQ Form 8 describing the supporting evidence,

Or

A copy of a diagnostic assessment report by an appropriately qualified psychologist or specialist teacher assessor, accompanied by formal written confirmation from the school that arrangements have been approved by the examination awarding body.

1. In both cases, Colleges are also recommended to ask candidates’ schools to identify explicitly the type and extent of the examination adjustments made, including any adjustments in the context of an aptitude test. Typically, varying amounts of extra time are offered (10 percent, 25 percent, 50 percent etc) as well as other arrangements in regard to reading, writing and examination conditions.
2. In their correspondence, Colleges might wish to advise candidates’ schools that:
* The University welcomes and encourages applications from students with SpLDs;
* The University does not offer a *guarantee* that equivalent adjustments to those provided in school will *automatically* be available to candidates during the admissions process; and
* In regard to granting extra time, this will normally be applied to reading and writing tasks outside the formal interview. Extra time will not normally be applied to the interview itself. If exceptional circumstances exist where extra time, or other adjustment, is required for a candidate with an SpLD during the interview**,** these should be highlighted in advance with appropriate additional supporting evidence.
1. Colleges are asked to advise schools with which they make contact that an up-to-date formal diagnosis of an SpLD will be required for adjustments at Oxford should a place be offered and accepted. Schools and candidates should be directed to the Guidance on SpLD Diagnostic Assessments[[1]](#footnote-1) on the DAS website <http://www.ox.ac.uk/students/welfare/disability> and encouraged to liaise with the DAS to ensure this evidence is obtained prior to admission.
1. 1. The guidance document can be found at: http://www.ox.ac.uk/sites/files/oxford/field/field\_document/Guidance%20on%20SpLD%20Diagnostic%20Assessments.pdf [↑](#footnote-ref-1)