Student makes an appointment with Disability Services (DS) where they discuss their needs and formulate a Student Support Plan (SSP).

DS writes up the SSP and sends it to the student - they must agree it and consent for it to be shared within the University.

DS share the SSP with the student’s department and the Exams Office.

Department reviews the SSP in light of the learning outcomes of the programme, and then makes their recommendations via the IA1 form, which is then sent to the Exams Office.

Exams Office submits the request to the Standing Committee on Assessment (SCA).

If SCA approves the request:
- Exams Office adds the approved arrangements to student’s record, advises student and department.

If SCA rejects the request:
- Exams Office notifies department, who advise student and may consider alternative action.

Individual Arrangements Process