SUPPORT AVAILABLE

From your academic department:

- A named member of staff to whom registration details are communicated
- Permission to record lectures **whilst in attendance and subject to applicable University policies**¹
- Access to class material up to 24hrs in advance, **where available**²
- Access to material in an electronic format, **where available**
- Preferential seating in lectures and seminars, **where appropriate to your disability**. (You must notify your department.)
- Additional time to respond to oral questions in workshops, tutorials and seminars **where appropriate to your disability**. (You will need to notify your department)
- For students with a specific learning difficulty (dyslexia & dyspraxia) receiving green stickers that you would put on your assessed work so that markers are aware of how your SpLD affects your written work.
- For students with a specific learning difficulty exemption from being asked to read passage out loud in class if needed and requested (you will need to notify your department)
- Accessible classrooms and lecture theatres, **where appropriate to your disability**
- **Available upon request and with some input from the Disability & Dyslexia Services**, help and advice with discussing your disability with:
  1. Your host institution/ work placement abroad
  2. Your compulsory work placements
  3. Any companies involved in an optional year in Business / Industry
  4. Your department with regard to any field trip support

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¹ Attendance is a course requirement which cannot be waived at Royal Holloway.
² The nature of the teaching on some courses sometimes makes this impossible to achieve but every effort will be made to work out with you and your department a suitable alternative.
From the Disability & Dyslexia Service (DDS):

- Organisation of exams access arrangements according to recommendations from an appropriately qualified professional or according to College standard arrangements.
- For students with a specific learning difficulty a referral for a full assessment or updated assessment if evidenced provided is deemed insufficient for DDS registration or for Disabled Students’ Allowance (please note fees may apply).
- DSA Non-medical help provision where Royal Holloway is the named supplier
- **Available upon request**, a pre-arrival visit to University accommodation in order to determine your accommodation needs. *This is highly recommended if you are a wheelchair user due to the nature of the campus, or if you require a live in carer to be in residence. Please contact DDS as soon as possible to arrange this visit.*
- The possibility of requesting a DDS recommendation for accommodation in your first year and permission to stay in halls in the second and third years where appropriate to your disability. *(You need to inform DDS on an annual basis by the end of January if you wish to continue living in halls)*

From other professional services in University:

Library support

- Extended book loans (please see the library website for further details)
- Book retrieval service
- Help claiming back printing costs from DSA, if applicable
- Alternative formats service
- Appointments to meet with an Library Information Consultant
- Access to the Assistive Technology Suite
- Robobraille software to convert documents into alternative formats