

Date update provided:-	24/05/2016
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HEI / Disability / Accessibility Support Service Contact Details

<i>HEI/FEI/Other HE course provider</i>	University College London
<i>Contact Name ie Head of Service or Title</i>	David Walmsley (Head of Student Disability Services)
<i>Postal Address</i>	UCL Student Disability Services, Student Support Centre (level 4), UCL Institute of Education, 20 Bedford Way, London WC1H 0AL
<i>Telephone No. – Voice</i>	020 7679 0100
<i>Email(s) – if a general disability support service email address is available please be sure to give this</i>	disability@ucl.ac.uk
<i>Web information / URL</i>	www.ucl.ac.uk/disability

Institutional provisions and resources

<i>Does the HEI have any means of supporting students in respect of the £200 student contribution to the DSA equipment package?</i>	Some funding available on a means-tested basis – students should request an application form from SDS.
<i>Are lecture capture systems available? Do students need to make arrangements to access the recordings?</i>	Lecturecast available for some (but not all) teaching. http://www.ucl.ac.uk/isd/services/learning-teaching/elearning-staff/core-tools/lecturecast
<i>How are students with temporary disabilities accommodated?</i>	We can offer reasonable adjustments such as special exam arrangements and access to ergonomic equipment. This would be assessed on a case-by-case basis.

INSTITUTIONAL RESOURCES AND PROVISION TO SUPPORT STUDENTS WITH DISABILITIES

<p><i>Are any assistive technology resources available via the University Network? If so what is available?</i></p>	<p>Read and Write Inspiration</p>
<p><i>Does the HEI have any assistive technology expertise? Is there someone students can contact for assistance?</i></p>	<p>Students should contact SDS in the first instance, to be signposted to relevant staff within the team or within UCL's Information Services Division.</p>
<p><i>Does HEI residential accommodation have internet access? Do students have to pay?</i></p>	<p>Free internet access at all university accommodation.</p>
<p><i>Is the campus covered by wifi.</i></p>	<p>Free wifi available throughout campus.</p>
<p><i>Does the library make any accommodations for students with disabilities/SpLDs? For example extended library loans?</i></p>	<p>Yes – opportunity for one to one induction, extended library loans and help accessing online materials.</p>
<p><i>Do you have study areas on campus specifically for the use of students with disabilities/SpLDs? Is specialist AT available in these locations?</i></p>	<p>Yes – a computer suite which has a range of specific software designed to assist students with disabilities to study independently, including Dragon Dictate, Inspiration, Read & Write Gold, ZoomText and more.</p>
<p><i>Are examination script labels available for students with disabilities to identify the scripts to markers? Please give as much detail as possible. Please make distinctions between coursework and examinations where appropriate.</i></p>	<p>Not for examinations.</p> <p>Students with SpLDs are given labels for coursework which indicate to markers that they are registered with the service. The marking guidelines for which can be found here:</p> <p>http://www.ucl.ac.uk/disability/information-for-staff/dyslexiamarkingguidelines</p>
<p><i>What arrangements are in place for students in receipt of extended time in examinations?</i></p>	<p>Students who receive extra time do so in a separate venue.</p> <p>Students can also apply for; rest breaks, stop the clock provision, use of a word processor, smaller exam venue, adjustable chair, exam in different format, use of an amanuensis.</p> <p>Other adjustments can also be made in specific instances to accommodate the needs of individual students.</p>

INSTITUTIONAL RESOURCES AND PROVISION TO SUPPORT STUDENTS WITH DISABILITIES

<i>What is the 'standard' extended testing time value?</i>	25% extra time, where supported by appropriate evidence.
<i>What arrangements are in place for students with a 'low distraction' or a 'separate setting' testing environment?</i>	Students with evidence to support a need for individual invigilation are usually accommodated within their home department, rather than in an examination hall.
<i>Does the HEI cover costs for support workers in examinations ie for readers and scribes...or is the DSA used to cover these?</i>	Yes UCL covers the cost.
<i>Can students receive extensions to deadlines? Are these negotiated on an 'assignment by assignment' basis or granted 'carte blanche'?</i>	Extensions to deadlines are made at the discretion of the academic department, although SDS can support a request for up to one week where appropriate. All requests for extensions are made case-by-case and not given pre-emptively.
<i>Does the HEI have any 'in-house' means of providing course materials and course texts in electronic / alternative formats?</i>	We would expect academic departments to supply students with primary course materials in an accessible format. UCL libraries aim to supply materials in accessible formats wherever possible. SDS could provide NMH support to to convert secondary readings where necessary.
<i>Do any other 'student services' have particular provisions for students with disabilities? For example is there a dedicated careers adviser, study abroad adviser, residential services/accommodation adviser, study skills adviser?</i>	<p>Not as such, though these services are experienced in supporting the needs of disabled students.</p> <p>The Students' Union (UCLU) has a disabled students' officer, and they run a Disabled Students' Network which all students are welcome to join:</p> <p>http://uclu.org/disabledstudents</p>
<i>Any other specialist provisions?</i>	<p>Students Psychological Services – offers counselling to students:</p> <p>http://www.ucl.ac.uk/student-psychological-services/index_home</p>

Procedures for interim support

INSTITUTIONAL RESOURCES AND PROVISION TO SUPPORT STUDENTS WITH DISABILITIES

<i>What procedure / provision is in place relating to 'interim' support – ie support to be made available to students in advance of funding body financed provision?</i>	We can provide NMH support workers where needed and loan out equipment and assistive technology – digital recorders, laptops, software etc.
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In-house NMH Provision details – if available

<i>DSA-QAG Unique Identifier:-</i>	RD7C5O2SPD
<i>Contact Details:-</i>	UCL Student Disability Services, Student Support Centre (level 4), UCL Institute of Education, 20 Bedford Way, London WC1H 0AL Tel: 020 7679 0100 Email: disability@ucl.ac.uk