

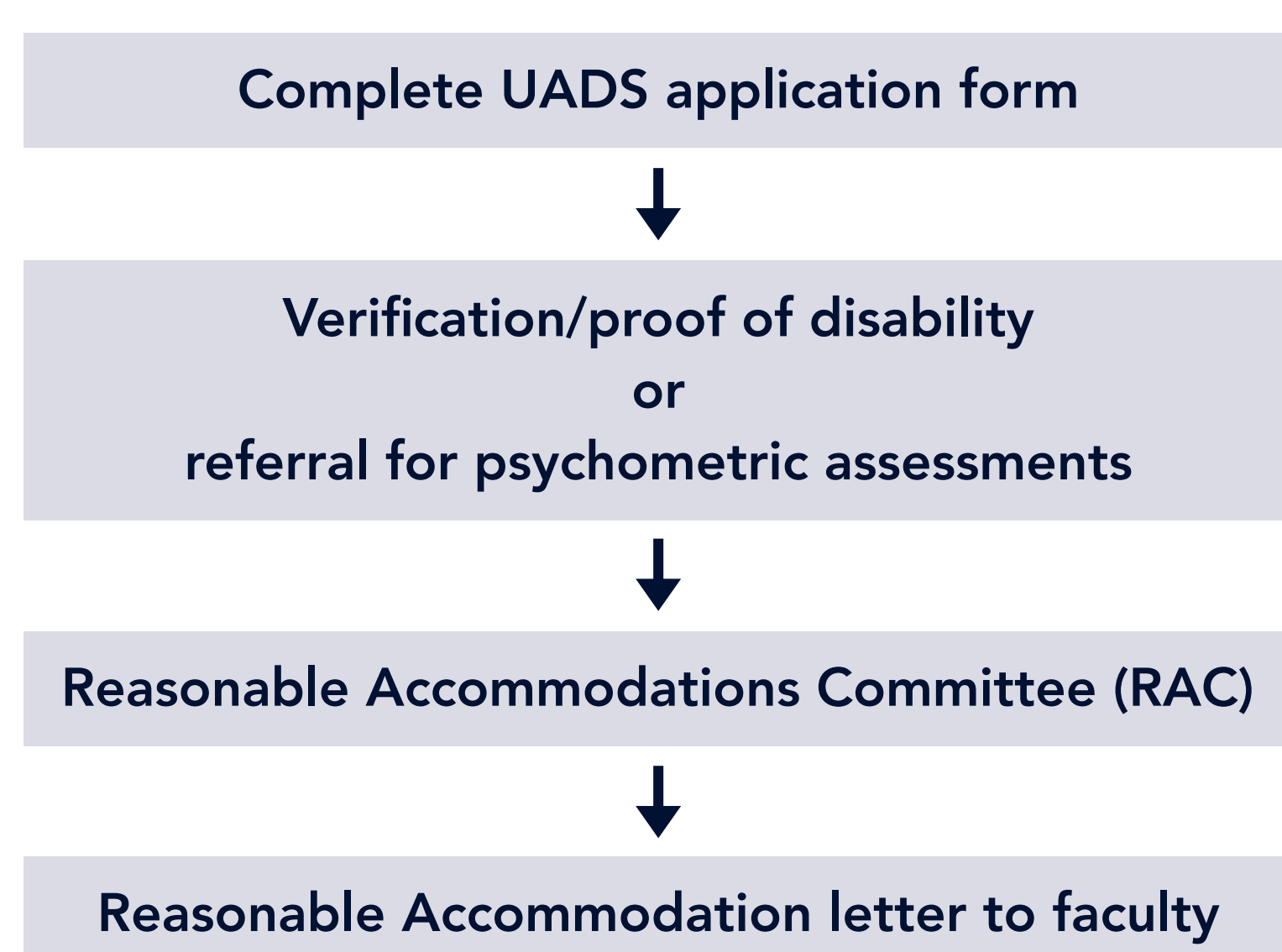
REASONABLE ACCOMMODATION RESOURCE FOR STUDENTS AND LECTURERS UNIVERSAL ACCESSIBILITY & DISABILITY SERVICES (UADS)

OVERVIEW OF UADS SERVICES

UADS operates within the Division of Student Life and Development and provides support to students with disabilities within the University, playing a very important role in their lives. Students with disabilities are assisted in adjusting to the demands of academic life in various ways, and many specialised services are on offer. These support services include providing advice and facilitating academic reasonable accommodation, in collaborative partnerships with students' university lecturers, departments and faculties.

STUDENT REGISTRATION

To access Universal Accessibility & Disability Services (UADS) support services, students with disabilities must first register with the unit.



Process for application for Academic Reasonable Accommodations

- Students must complete UADS form
- Submit documented medical proof of their disability (e.g. letter from a medical practitioner, medical record, etc.). This may be done in person or electronically.
- Students will be referred to an appropriate healthcare provider in cases where they do not have a medical document.
- The academic reasonable accommodation application form will be forwarded to the Reasonable Accommodations Committee (RAC) to make decisions on awarding. This committee meets once a month.
- The student will be informed in writing whether the academic reasonable accommodation is granted.
- It is a student's responsibility to inform lecturers timeously of academic reasonable accommodation. Should a change in a course be made during the current academic year or a subsequent year, it is also their responsibility to notify the new faculty of their concessions.

TYPES OF ACCOMODATIONS

To have an equal opportunity to demonstrate knowledge, students with certain disabilities or chronic medical conditions require reasonable accommodations. Reasonable accommodations remove or reduce barriers to the university environment which allows students an equal opportunity to engage in learning.

TEST & EXAM ACCOMODATIONS

Extra time

Extra time is granted when a student has a barrier to learning which prevents the completion of tasks/examinations within the standard time allocated.

- An additional 15-20 minutes per hour of examination may be granted.
- Maximum extra time granted is 30 minutes per hour (mostly for partially sighted and blind students)
- Extra time is granted to all modules that the student is registered for.
- Writing of assignments is not included for extra time.

Use of laptop/computer

A student is granted the use of a computer/laptop when his/her writing is illegible and to promote student independence.

The student must not use his/her own laptop.

Booking of a laptop should be done five days before the test date.

Access to a printer is essential for this accommodation.

Use of scribe/reader

A student is granted the use of a scribe if his/her writing speed is very slow due to physical disability.

When the use of the computer is not an option, the use of a scribe is granted.

A scribe is appointed to write the student's answers verbatim.

UADS is responsible for arranging scribes during term tests.

The examinations section is responsible for arranging scribes during final and supplementary examinations.

Use of equipment

Type of equipment needed for test/examination must be specified in the RA applications. If the equipment is for the student, an ICT official must provide assurance that there is no risk of creating an unfair advantage for the student.

Handwriting accommodation

This accommodation is granted to students whose handwriting is difficult to read when the student presents with a diagnosed graphic or neurological disorder impacting on his/her handwriting, and for whom the use of a computer is not appropriate.

A sticker for handwriting accommodation must be placed on each of the student's scripts.

This indicates to the marker that untidy writing must be accommodated.

Enlarged print

This accommodation is granted to students who are partially sighted.

Spelling accommodation

A spelling accommodation is granted to students experiencing specific learning difficulties, including dyslexia, and when the significant deficit is indicated in the standardised scores.

A spelling accommodation is not granted where the primary area of difficulty is with language of learning, teaching and assessment.

A spelling sticker must be placed on each of the student's scripts.

This indicates to the marker that spelling errors must be ignored as long as the content is correct.

Braille conversion

Only students who are educated in using Braille can be granted this concession. During tests, lecturers send question papers to the Information & Access Officer (IAO) for conversion.

During examinations, lecturers and external examiners send question papers for conversion to the IAO through a confidential drive.

IAO submits all converted question papers to the examinations section in a sealed envelope.

Rest breaks

A rest break is a period when the student is not required to be at the desk but must remain in the examination/test venue.

Rest break time does not count as extra writing time.

The rest break time used will be added to the examination session.

A maximum of five minutes may be used as a rest break.

Use of personal assistant

A personal assistant is an individual who provides personal care, support, and assistance to a student with a disability.

Medication and food intake

During an examination, certain students may require time to take medication and/or food and drinks to help regulate sugar levels and treat low blood sugar levels. Rest periods may be applied for with this accommodation. This accommodation requires a separate venue.

Separate venue

Separate venues indicate quiet settings away from the main examination venue. The main purpose of a separate, quiet venue is to prevent disturbance to others and or to assist individual students.

RESPONSIBILITIES OF THE STUDENT WHEN USING THE SERVICES OF UADS

- Academic reasonable accommodations are not intended to alter the fundamental elements of the curriculum or programme of study (Employment Equity Act No 55 of 1998). Students maintain the same responsibility for their education as their peers. This includes attending lectures and keeping the same academic standards and appropriate behaviour.
- The student is responsible for requesting academic reasonable accommodations in a timely manner so that UADS can plan for those accommodations.
- Academic reasonable accommodation will only be provided once the Reasonable Accommodation Committee (RAC) has formally approved it and a "concessions letter" is provided.
- The student is responsible for ensuring that UADS, the faculty and academic departments are aware of the disability that may require accommodation.
- The student agrees to coordinate the booking of scribes for all tests at UADS's at least five working days prior to the test.
- No booking required for exams. The Exams Department makes the necessary arrangements for all exams.
- The student is responsible for ensuring that their academic reasonable accommodations is renewed every year with UADS.
- UADS will maintain the confidentiality of records and communication except where permitted by the student or necessitated by law.

KEEP IN TOUCH

We aim to provide holistic support to Nelson Mandela University students with disabilities, and pride ourselves on being accessible to our students and other University stakeholders. You can reach the Universal Accessibility and Disability Services (UADS) on any of the following platforms:

Send us an email: Disability@mandela.ac.za

Facebook: Universal Accessibility & Disability Services (UADS)

Instagram: @nmuuads

Call us:

041 504 2313

041 504 4756