



Preparing My Support at LSE

What is disability support in Higher Education?

If you are reading this you probably have a long-term condition which meant that you had some additional support or adaptations in education before coming to LSE. If you are an undergraduate, that will have been when you were at school. For many people this support is put in place at quite a young age and you may not have been aware of the mechanisms for setting it up. In Higher Education the student has more responsibility for ensuring they have appropriate adjustments and engaging with the support available.

The Disability and Wellbeing Service (DWS) at LSE has a team of expert Advisers who can help students access a package of support such as note-takers, study skills tutors, mentors and assistive technology as well as adjustments to assessments such as extra time in exams and extensions to assignment deadlines. Each student is different and Advisers work in partnership with students to set up support based solely on their individual disability-related needs, backed up by medical evidence.

Please register with DWS as early as possible in your application to the School in order that we can ensure your support is in place in a timely fashion.

How do I register with DWS?

You may have contact with DWS in advance of your arrival at LSE, but please note that in order for us to act on your behalf we need your express permission, and in some cases a face to face meeting to discuss your needs. So, to make sure that your adjustments are put in place, please make sure you approach the DWS office by email disability-dyslexia@lse.ac.uk or in person early in your first term in order to complete the relevant paperwork.

What else do I need to get started?

Evidence of your disability, Specific Learning Difference (SpLD), long-term medical or mental health condition.

This may be in the form of a letter from your GP, physician or specialist, or in a diagnostic assessment report from an Educational Psychologist or Specialist Teacher.

You will need this information / evidence if you want to apply for an Inclusion Plan and/or Individual Exam Adjustments (IEAs) at LSE and to access the support available.

Please send us your evidence as soon as possible so that we can begin to work with you on any support you might need.

Please email your medical evidence (PDF please, JPEG or photograph is not acceptable) to: disability-dyslexia@lse.ac.uk

If you have a **disability, long-term medical or mental health condition** you need to provide us with a completed **LSE DWS Medical Information form** or a letter from your GP or specialist.

- Your form or letter should be dated no earlier than the end of March in the year you register on your course.
- The form must be in English and wherever possible, in clear, easily understood language, or an accredited translation provided.

We have a Medical Information Form to give to your GP, family doctor, or consultant to complete, please contact us for a copy of this.

If you have a diagnosis of **Attention Deficit / Hyperactivity Disorder (AD/HD), Asperger's Syndrome (AS) or Autism**, the School and DWS need the following from you:

- ✓ A copy of your extended letter or report from the Psychiatrist or Clinical Psychologist that originally diagnosed AD/HD, AS or Autism, even if this dates back to childhood, as well as the completed Medical Information Pro Forma, which should contain an up-to-date overview of any medication you take, coping strategies etc.

If you have a **Specific Learning Difference** (such as dyslexia, dyspraxia, dysgraphia) you will need to provide a diagnostic assessment report fulfilling **ALL** of the following criteria:

- ✓ Full Diagnostic Assessment Report.
- ✓ By a Chartered Psychologist or a Specialist Teacher with the PAToSS Practising Certificate (or equivalent).
- ✓ Uses tests standardised to an adult population.

In addition:

- ✓ The Chartered Psychologist/Specialist Teacher who prepared the report should have stated that they are a Chartered Psychologist/Specialist Teacher and give their qualifications.
- ✓ For reports from UK assessors the following statement should appear on the front cover or first page of the report:

The author of this report:

- Holds a current Practising Certificate (giving the certificate number and issuing body)
- Certifies that this assessment has been conducted and the report written in accordance with the SpLD Working Group 2005/DfES Guidelines for Assessment of SpLDs in Higher Education

- ✓ Recommendations for special examination arrangements, called Individual Exam Adjustments (IEAs) at LSE, should be clearly and specifically stated.
- ✓ For example, stating "**25% extra time**" would be preferable to stating "**extra time**". (Where the exact amount of extra time is not specified it will be assumed that 25% is appropriate).

- ✓ The maximum amount of extra time commonly available in all Higher Education Institutions in the UK is 25%. Recommendations for more than 25% extra time should be accompanied by a full explanation from the relevant professional as to why more than the standard amount of time is appropriate. **Please note the awarding of more than 25% extra time is not guaranteed, although the School will consider each case on its own merits.**
- ✓ Recommendations for the use of a PC or other adjustments should be supported by an explanation of why this is necessary and should be associated directly with the nature of your SpLD diagnosed.
- ✓ The report must be written in English or an accredited English translation provided to accompany the original.

Please note that JCQ Section 8 forms do not meet the LSE criteria for evidence of a SpLD.

If you are not sure that your documentation is going to be acceptable to the School and DWS, we would be happy to look at it for you.

Please do not send original versions of your paperwork!

Please send your documents as scanned attachments (not photos) to:

disability-dyslexia@lse.ac.uk

or in hard copy to:

Disability and Wellbeing Service
LSE
Houghton Street
London, WC2A 2AE

What type of support is available?

Individual Exam Adjustments (IEAs)

Special access examination arrangements are known as **Individual Exam Adjustments (IEAs)** at LSE. The IEA Panel is responsible for approving all applications for IEAs.

- **Have you had special examination arrangements in the past, such as extra time, the use of a PC, or a scribe or a reader?**
- **Do you think you might need special examination arrangements for exams at LSE?**

If you answered **yes** to either of those questions you should re-read the **evidence** section at the beginning of this leaflet.

The systems that are used to put in place special examination arrangements in schools, Sixth Form Colleges, Further Education Colleges and universities in different countries are not the same as those used in Higher Education.

The IEA Panel at LSE requires you to provide evidence of your disability, Specific Learning Difficulty, long-term medical or mental health condition when you apply for IEAs.

This evidence must be as we have described on pages 2, 3 & 4 of this leaflet in order to meet the LSE criteria for awarding IEAs.

- ✓ IEA applications must be submitted by the deadline dates set for each academic year.
- ✓ This means you must have the correct evidence ready **and** completed the application form with a DWS Adviser **before** the deadline date.

Please see the following link for further information:

<http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/individualExamAdjustments/IEA.aspx>



LSE Inclusion Plan

The DWS Advisers can work with you to create an **Inclusion Plan**, which is our way of sharing information about your support needs and appropriate reasonable adjustments with relevant staff at the School.

To find out more and to create your plan, please contact the DWS via disability-dyslexia@lse.ac.uk or call us on 020 7955 7767 or 020 7107 5008 to book an appointment with an Adviser.

Disability-related funding

There is quite a lot of support available to help you if you qualify as a **home student** for **Disabled Students' Allowances (DSA)**. These are held by Student Finance England (SFE) and help you with extra costs you might face as a result of a disability, ongoing medical or mental health condition or Specific Learning Difference, like dyslexia.

DSAs don't have to be paid back and can help pay for:

- Specialist equipment you need for studying, like a hand held magnifier or assistive software
- Someone to help you study, such as a sign language interpreter, mentor or study skills tutor
- Additional travel costs you may incur because of your disability

If you haven't applied to Student Finance England for DSA yet, please do so as soon as possible, as it can take 8 to 12 weeks to complete the process.

Student Finance England (SFE)

<https://www.gov.uk/disabled-students-allowances-dsas/overview>

Student Awards Agency for Scotland (SAAS)

<http://www.saas.gov.uk>

Student Finance Northern Ireland (SFNI)

http://www.studentfinancenir.co.uk/portal/page?_pageid=54,1268397&_dad=portal&_schema=PORTAL

Student Finance Wales (SFW)

<http://www.studentfinancewales.co.uk/practitioners/products/disabled-students%E2%80%99-allowances.aspx#.Vd8FdPIVhHw>

Student Finance Republic of Ireland (SFIE)

<http://www.studentfinance.ie/mp7575/fund-for-students-with-disabilities/index.html>

If a **Research Council** funds you, please contact us at DWS before speaking to your council about DSA.

If you are an **EU or International student** the costs of your assessed disability needs can be met by LSE. Please contact us for more information via disability-dyslexia@lse.ac.uk

Accommodation

NB If you have particular requirements relevant to accommodation, you need to complete your online application via Hallpad **and** download and ask your doctor to complete your Accommodation Medical Information Form and submit to DWS before the advertised deadlines. DWS will then liaise with the Accommodation Service in relation to your requirements.

The link below takes you to the appropriate Residential Services Office web pages where you can find the relevant forms and contact details if you have any specific accommodation queries.

<http://www.lse.ac.uk/student-life/accommodation>

Registering with a GP

It is important that you register with a General Practitioner (GP) as soon as possible, especially if you need regular medication or healthcare support.

For more information, please check out the LSE webpage below:

<http://www.lse.ac.uk/intranet/students/supportServices/healthSafetyWellbeing/healthIssues.aspx>

Other useful links

LSE Student Counselling Service (SCS)

<http://www.lse.ac.uk/intranet/students/supportServices/healthSafetyWellbeing/adviceCounselling/studentCounsellingService/Home.aspx>

Student Services Centre (SSC)

<http://www.lse.ac.uk/intranet/students/supportServices/studentServicesCentre/Home.aspx>

Assistive Technologies

<http://www.lse.ac.uk/intranet/LSEServices/IMT/accessibility/home.aspx>

Library Services

<http://www.lse.ac.uk/library/home.aspx>

<http://www.lse.ac.uk/library/usingTheLibrary/usingTheSpaceAndFacilities/disabledUsers.aspx>

LSE Life

<http://www.lse.ac.uk/intranet/students/LSE-Life/lseLIFE.aspx>

LSE Students' Union

<http://www.lsesu.com/>

Healthcare at LSE

<http://www.lse.ac.uk/intranet/students/supportServices/healthSafetyWellbeing/healthIssues.aspx>

<http://www.nhs.uk/Service-Search/GP/LocationSearch/4>

LSE Faith Centre

<http://www.lse.ac.uk/intranet/LSEServices/faithCentre/Home.aspx>

Sport and Fitness opportunities at LSE

<http://www.lse.ac.uk/intranet/LSEServices/LSEFacilitiesGuide/sportsFacilities.aspx>

PREPARING MY SUPPORT at LSE -CHECKLIST

TASK	YES	NO	TO DO
EVIDENCE			
I have evidence that meets LSE criteria for an IP & IEAs			
I have made copies of my evidence & put the original in a safe place			
I have sent a copy of my evidence to the DWS and registered with the service.			
FUNDING			
I have applied for Disabled Students' Allowances from my funding body			
I have contacted the DWS to discuss my support needs as an International Student			
I am funded by a Research Council & have spoken to DWS about applying for DSA			
My DSA application has been approved			
I have booked & attended an Assessment of Needs			
I have a delivery date for my equipment			
I have arranged IT training			
ACCOMMODATION			
I have completed & submitted my application for School accommodation via Hallpad			
I have completed & submitted my medical assessment form			
I have received confirmation of my accommodation arrangements			
INCLUSION PLAN & IEAs			
I have booked an appointment with the DWS to create an Inclusion Plan and IEAs			
I have checked that my evidence meets the Exams Office criteria			
I have checked the deadline for submitting my application for IEAs			
REGISTERING WITH A GP			
I have checked the NHS website and found an NHS GP Surgery near to where I am living			
I have registered with a GP			