

Summary of Reasonable Adjustments (SORA) Information Guide

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Introduction

At Anglia Ruskin University London, in-keeping with the Equality Act (2010), we ensure that all disabled students experience equality as they carry out their studies. Every student who provides appropriate documentation may be eligible to receive a Summary of Reasonable Adjustments (SORA) produced by the Disability and Inclusion Department. We will then discuss this with you. It is crucial that you read through your SORA and any other details relating to the reasonable adjustments provided to you. We encourage you to utilize the support that is available to you and to contact the Disability and Inclusion Team if you experience any issues or would like to discuss your SORA further.

Frequently Asked Questions

About My SORA

What is a Summary of Reasonable Adjustments (SORA)?

Your SORA is a document that details the reasonable adjustments that have been put in place to enable you to engage with your studies and University life. These supportive measures are put in place to provide equal opportunities for all students.

Who else will know the details of my SORA?

The details of your SORA will only be shared with members of staff that have a direct link to supporting your studies. This is usually your current teaching staff; however other members of university staff such as the Faculty Office may also require information to arrange support.

The Disability and Inclusion Team will outline which information will be shared with members of staff. Information will only be shared with your permission. If you do not give your permission for this information to be shared, then the Disability and Inclusion Team will explain how this may affect the support that can be put in place for you.

The Disability and Inclusion Team can answer any queries about whom your information is shared with. Most importantly, your decisions regarding your personal information will be respected.

My Assessments

How do I organize my individual exam arrangements?

Your individual exam arrangements are arranged by the Disability and Inclusion Team.

1. You will receive an email containing the details of your adjustments and then your exam docket will follow with your exam arrangements for upcoming examinations.
2. You will receive this confirmation ten working days before your examinations.
3. If you believe you are missing either the confirmation of your adjustments or your exam docket, then you are advised to contact the Disability and Inclusion Team as soon as possible on disabilityandinclusion@london.aru.ac.uk.
4. If the Disability and Inclusion Team have requested evidence, then this must be provided three weeks before the first date of your examinations in order to put the adjustments into place.

What about in-class tests?

You may be eligible for adjustments in classroom-based tests. However, you will need to discuss your arrangements with your lecturers to ensure that the adjustments would be appropriate for the assessments.

Are any allowances made for my disability when my work is marked?

The marking at ARU London is anonymous and those who have a SORA are not identified separately. It is expected that you engage with the support offered to you so that you are happy with your assessments.

Can I get an extension?

Students can apply for a short-term extension if they are experiencing any of the following:

- a short-term illness
- a short-term illness of any person for whom the student has a responsibility of care
- authorized absence from the University during teaching weeks
- an enforced change in employment circumstances for which only short-term notice was given
- other reasons considered acceptable by the Student Adviser

Each application for extension is considered individually. They are not automatically provided to students with a SORA.

There is an expectation that through the support offered, you will be able to submit work on the deadlines stipulated. However, if your personal circumstances are such that you believe that you may be eligible for an extension, then you can contact the Disability and Inclusion Team or iCentre to seek advice.

Campus Access

I am having trouble accessing lectures—who can help?

If you are experiencing issues with the accessibility of the building at ARUL then please arrange a meeting with the Disability and Inclusion Team. In addition, if you believe that you would find it difficult to evacuate in event of an emergency then, you should arrange an appointment with the Disability and Inclusion Team regarding a Personal Emergency Evacuation Plan.

Managing My Studies

I need materials in alternative formats—how do I arrange this?

If you need any further study materials in different formats then you can contact the Disability and Inclusion Team.

How I improve my study skills?

Students with a specific learning difficulty and students with mental health conditions can get access to an Academic Mentor. Please discuss this with the Disability and Inclusion Team.

Important Information

ARU London strives to ensure that every effort is made to assist students who have specific learning needs. If you would like to record your lectures, you will need to request this from your lecturer. You should be aware that the content of these recordings shall remain the property of the lecturer delivering it. Therefore, the recordings must only be used for your own personal study and should not be shared with others or reproduced without the permission of your lecturer.

Useful links

Applying for Disabled Students' Allowances:

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

British Dyslexia Association:

<http://www.bdadyslexia.org.uk/>

Dyslexia Centre

7 Wadeson Street, Hoxton, London E2 9DR

<http://www.educational-psychologist.co.uk/find-a-dyslexia-centre/>

Mind:

<https://www.mind.org.uk/>

Samaritans:

<https://www.samaritans.org/>

The National Autistic Society:

<http://www.autism.org.uk/>

Young Epilepsy:

<http://www.youngpilepsy.org.uk/>

If you have any queries or problems with your SORA, please get in touch with the Disability and Inclusion Team—Tel: 020 7400 6789 or email disabilityandinclusion@london.aru.ac.uk