You will be asked to sign a Data Protection statement allowing us to pass on information about your disability to your School(s) and for this information to be circulated on a ‘need to know’ basis. You will still retain your right to have this information treated confidentially.

**How involved is the Disability Service in making my exam arrangements?**

The Disability Service’s role is to agree with you appropriate exam support and to pass on the details of your exam support arrangements to your School(s) and to Registry.

They will ensure that the recommended exam arrangements are in place for you. This includes invigilators and other relevant information. This information will be ‘rolled over’ each exam diet unless you inform us you want your exam support changed.

On occasion we may help Schools with the provision of appropriate scribes and readers, from our ‘pool’ of experienced helpers.

**What role does my School play in my exam arrangements?**

Exam arrangements are made at School level and your School(s) will contact you with relevant information in advance of your exams.

For example, if you get extra time, your School(s) will normally contact you to confirm arrangements. If you sit your exam(s) in a separate room, your School(s) will inform you which room you should go to.

**What happens when I register with the Disability Service?**

For more information please make an appointment with a Disability Adviser.

Disability Service
65 Southpark Avenue
Glasgow
G12 8LE

Tel: +44 (0) 141 330 5497
Fax: +44 (0) 141 330 4562
Text: 07500 160 793

Email: disability@glasgow.ac.uk
www.glasgow.ac.uk/disability
How do I register with the Disability Service?

Please contact us by phone or email to arrange an appointment with a Disability Adviser. We also have an online booking system available on our website. *If you have particular access requirements, e.g. if you need a sign language interpreter, or need an accessible room, please tell us when you make the appointment.*

What should I bring to the appointment?

You will need to bring *supporting professional evidence of disability.* This could be a letter from your GP or consultant or, for students with dyslexia, an assessment from a Chartered Educational Psychologist. Please ask if you are not sure what kind of evidence is required.

How long is the appointment?

Your first appointment will be a needs assessment and take up to 2 hours. Subsequent review appointments will only be 30 minutes or less.

What will happen at the appointment?

The Disability Adviser will discuss with you how your disability will affect your ability to study on your course. Support needs for lectures, tutorials, lab work and field trips as well as for exams and using campus facilities such as the library, will be discussed during the interview.

The Disability Adviser will also tell you about Disabled Students’ Allowance (DSA) and, if you are eligible for DSA, will explain how you can claim DSA. For further information please refer to the SAAS website.

Who will be informed about my disability and support needs?

Usually only your Adviser of Studies and the (Disability Co-ordinators) in the Schools(s) in which you are studying would be informed of your disability. However, if you wish tutors and course co-ordinators to be informed as well, then this can be confirmed during your appointment.

If you require support outwith your academic subjects e.g. in the library or your University accommodation, we will also forward the information to these services.