Applying for exam access arrangements at Cambridge with a Specific Learning Difficulty

- Did you previously have exam access arrangements, such as extra time or the use of a computer, because of a specific learning difficulty?
- Would you like to have similar exam arrangements at Cambridge?

You need to provide certain information to the University's Board of Examinations.

Once at Cambridge, your College can apply for any examination adjustments to the Board on your behalf. You would need to ask them to do this for you and you would need to provide a full diagnostic assessment report.

Your report must fulfill all of the following criteria in order to be accepted by the University's Board of Examinations if applying for examination access arrangements once at Cambridge.

- Full Diagnostic Assessment Report
- By an Educational Psychologist or a Specialist Teacher with a PAToSS Practising Certificate (or equivalent)
- Post-16: It should be done AFTER you were 16 years of age
- No more than 3 years old when you formally enter the University (or 5 years if you are a post-graduate student)

In writing the report...

✔ The diagnostic assessor who prepared your report should have stated that he/she is an Educational Psychologist or Specialist Teacher with a practising certificate, and give his/her qualifications.

✔ The following statement should appear on the front cover or first page of your 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.
Make sure that the recommendations for examination arrangements are clearly and specifically stated, for example, 25% extra time, not just extra time would be appropriate. If the recommendations are not clearly and specifically stated but your report meets the criteria in every other way, you should ask the assessor to provide you with an addendum letter to accompany the report. The letter should specify exactly what examination access arrangements would be appropriate for you.

If your report does not meet all of these criteria, you may need a new full assessment. If you have any queries about whether or not you have the appropriate information, please call the Disability Resource Centre once you have made your application to Cambridge.

If you do not already have a report, you can contact us to arrange one as a Cambridge student. We can organise for you to have one conducted by one of the Disability Resource Centre’s pool of Diagnostic Assessors.

Alternatively, if you prefer to arrange to have an assessment conducted elsewhere by a Diagnostic Assessor of your own choosing, we would recommend that you contact the Disability Resource Centre to ensure that the assessment is conducted in accordance with the Cambridge University’s Board of Examinations guidelines.

**If you think you might have a Specific Learning Difficulty or would like to discuss in further detail your previous diagnosis and support, please contact the DRC.**

SpLD Adviser:
Helen Duncan
hd286@admin.cam.ac.uk

SpLD Adviser:
June Massey
jem204@admin.cam.ac.uk

SpLD Administrator:
James Keenoy
jak60@admin.cam.ac.uk