

GUIDELINES ON PROVIDING EVIDENCE OF YOUR DISABILITY

Why do I need to provide evidence?

Providing evidence allows us to properly support you and put in place reasonable adjustments that are specific to your needs. Evidence is also required for UK students to apply for the Disabled Students' Allowance.

What is the timescale for providing evidence?

It is very important that the evidence is provided as soon as possible, to reduce delays in implementing your support. We recommend that you obtain the evidence when applying to university and well in advance of starting your course.

An Inclusive Support Questionnaire will automatically be sent to you if you declare a disability on your UCAS / course application or when you enrol online. If you have already started the course and not yet disclosed your disability, it is very important you do so straight away, so that we can put your support in place. You can send the evidence to the Inclusive Support Team (contactable by telephone on 01772 892593 or by email on inclusivesupport@uclan.ac.uk).

What evidence do I need to provide?

- **Criteria for evidence for all disabilities**
 1. The evidence must be written by a medical or other suitably qualified professional in the field. 'Guidance for Health Professionals providing Evidence of Disability' is available. Please feel free to share this link with the professional managing your support.
 2. The evidence should confirm the following:
 - a. The nature of your condition or impairment (including the name of any diagnosis you have)
 - b. The length of time you have had it and any medical treatment or support you receive
 - c. How the condition or impairment has a substantial and long-term effect on your ability to carry out day-to-day activities
 3. The evidence must be written in clear, accessible English (i.e. technical medical diagnoses must be accompanied by a description of the condition and its effects on you, in layman's terms, to enable staff to understand study-related needs).
 4. All evidence written in another language must be translated into English by a qualified transcription service and formally authenticated as such. The original translation must be submitted – a photocopy is not acceptable.

5. The evidence should identify how your condition affects you, in particular what challenges you may face in terms of accessing buildings and studying at Higher Education level.
6. The University is unable to accept incomplete reports or reports prepared for purposes unrelated to study. In the event that you do not wish the University to see parts of your evidence due to its sensitive nature, it may be possible for the University to come to an individual arrangement where a single member of staff can confirm that the sections that are to be deleted relate to issues which would not affect your ability to study and do not present any cause for concern under our health and safety regulations. Please be aware that this may require additional time and you should contact the Inclusive Support Team immediately.

- **Evidence for Specific Learning Difficulties (Dyslexia, Dyspraxia, Dyscalculia and Attention Deficit Disorder)**

For evidence of a specific learning difficulty you will need to provide an up-to-date, full psychological diagnostic assessment report. This should be carried out by a professionally registered psychologist or an appropriately qualified, PATOSS registered specialist teacher.

The report must be written in accordance with current SpLD Assessment Standards Committee (SASC) guidelines and contain a clear diagnosis, substantiated by the assessment test results. Further details are available on the SASC website.

If an International/EU student cannot provide evidence of a specific learning difficulty in the exact format described above, the Inclusive Support Team will review the evidence. In some cases, a new assessment may be required.

If you need further help...

Please contact the Inclusive Support Team by telephone on 01772 892593 or by email on inclusivesupport@uclan.ac.uk.

