**Modified or Alternative Assessment Response**

The student has completed a modified or alternative assessment request and returned it to the Disability Inclusion Service. This form will be completed to respond to the request.

**Step 1 Student requests a modified or alternative assessment**

**Step 2 Disability Inclusion Adviser reviews the student’s request**

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| --- | --- |
| **Date DIS received the request:**  |  |
| **Is the student known to DIS?** |  |
| **Does the student have a RAP?** |  |
| **Do we have sufficient medical evidence for the disability the student has shared?** (If no, please request this) |  |
| **Could the request be met with a RAP?** |  |
| **Do we need any further information from the student?** |  |
| **Should this request continue through the modified and alternative assessment process?** |  |
| **DIA Comments:** |  |
| **Disability Inclusion Adviser Name:** |  |
| **Date forwarded to the school:** |  |
| **Forwarded for Action to:** |  |

If there is sufficient information available and it has been decided that the request will continue to follow this process, the Disability Inclusion Service will forward this form and the student's original request to the Module Leader(s)/Programme Leader.

**Step 3 Module or Programme Leader discussion of request**

Module Leader(s)/Programme Leader to discuss the application with final sign off by the Associate Dean (Academic).

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| **Does the student’s request meet the PSRB requirements and intended learning outcomes?**(If not, please provide details on this) |  |
| **Has the student’s modified or alternative assessment request been approved?** (If yes, please provide details of the modified or alternative adjustments. If no, please provide a rationale for the decision.) |  |
| **School staff Name(s) involved in request discussion:** |  |
| **Staff communicating the decision to the student:** |  |
| **Date decision communicated:** |  |

It is the responsibility of the student’s School to inform the student whether or not a modified or alternative assessment has been approved by sending this completed form to the student using their University of Salford email account (copied to disability@salford.ac.uk) no later than **10 working days** after receipt request of the request, or sooner where possible.  Where it has not been possible to approve a request, a rationale should be provided on the application form.