Academic units proposing new programmes must make reasonable adjustments that anticipate the support requirements of disabled students. This checklist of issues to consider is designed to assist with accessible programme design for disabled students.

**Curriculum Design**

Consider whether the mixture of learning activities available and varying learning environments are offered to suit students’ differing learning styles.

*Examples would be practical work, tutorials, e–learning, presentations, group work and individual work.*

Is there any flexibility within the teaching methods and environments used in the programme to allow for individual adjustments if required?

*When working with deaf or hard of hearing students examples could include using lecture theatres with induction loops, rooms with low ceilings, repeating discussion contributions to allow them to be heard and if using a video ensuring that it’s captioned.*

*It could also involve ensuring that course texts are available in electronic format for any blind/partially sighted students or considering whether there are tables/laboratory benches at the right height for wheelchair users.*

**Information Provision and Teaching Strategies**

All lecturers must be able to provide lecture outlines, with clear objectives stated, a few days before lectures.

If using technical terminology a glossary of terms must be provided in advance of a lecture as this allows any student lip-reading to become familiar with the language to be used.

Can information be provided in a format appropriate for individual students, e.g. large font size, electronic format?

Consider how all students will be kept informed if there is a change of any nature during a module.

**Assessment and Examinations**

Consider how individual adjustments can be made to assessment methods if required.

*Examples would be, can a PC be used instead of written work, can verbal presentations be given, can coursework replace examinations, can reflective journals be used or are group projects appropriate?*
Consider when marking coursework or assignments, how clear constructive feedback, in alternative formats, will be provided to all students if appropriate?

_Schools should ensure that when setting assignments, in house tests and formal examinations that any reasonable adjustments highlighted for individual students are met._

### Practical Work

Can a support worker be used, under the direction of the student, to perform the practical tasks? _This depends on both the learning outcomes and the activity itself._

Can information given in the laboratory or field be given in at least two formats? _Examples could be verbal instructions, printed written instructions, or recorded instructions._

Can equipment or assistive technology be used to assist a disabled student? _Examples could include computer linked microscope, magnifying equipment, amplifying equipment, etc._

Can materials for practical classes be provided before a class to allow for sufficient preparation and for the learning objectives to be fully understood?

### Field Trips, Placements and Study Abroad

How will disabled students be supported appropriately in the search for a suitable placement, field trip or study abroad?

Nominate a contact person within the host institution or organisation who disabled students can refer to if there are any queries or problems.

Are there circumstances where a placement cannot be made feasible by reasonable adjustments, and if so can this experience be realistically substituted through an alternative method?

### Disclosure and Confidentiality

What opportunities will there be for students to disclose their disabilities in a confidential manner?

What opportunities for disclosure are offered in relation to practical work, fieldtrips and laboratory work?

Further information about the issues raised in this checklist is available at [http://www.ncl.ac.uk/students/wellbeing/](http://www.ncl.ac.uk/students/wellbeing/) and proposers can contact the Student Wellbeing Service for further advice at any stage of the programme approval process.