Appendix 4

<table>
<tr><td colspan="2">Check list regarding student's **Normal** way of working
Additional evidence to support Access Arrangements</td></tr>
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Name of Student:	Name of Tutor:	Course:

TIME	YES	NO
Always finishes tasks after others		
Needs extra time for assignments		
Needs time to formulate an answer to a verbal question (slow responding)		
Needs careful explanations in straightforward language of tasks/assignment titles		

READING	YES	NO
Needs reader in class		
Avoids reading out loud		
Has problem following written instructions		
Finds it difficult to quickly get the idea of what s/he has read		
Finds it hard to remember what s/he has read		

WRITTEN WORK	YES	NO
Handwriting difficult to read		
Has difficulty copying from the board		
Finds taking notes hard		
Works on laptop/computer rather than writing		
Needs support with planning written work		
Can explain verbally without problems but struggles to write anything down		
Needs support with spelling		
Grammar and punctuation insecure		

MEMORY & CONCENTRATION	YES	NO
Has difficulty following oral instructions		
Has difficulty concentrating for long periods		
Has difficulty remembering messages, appointments		
Needs to have instructions repeated		
Needs to have instructions written down		

PRACTICAL TASKS	YES	NO
Good with practical tasks		
Prefers practical tasks to written ones		
Understanding better if able to consolidate learning through practical experience		

Appendix 4

ORGANISATION	YES	NO
Organisational skills are weak – loses things, forgets items s/he needs to bring		
Finds it hard to meet deadlines		
Has difficulty working efficiently		

VISION	YES	NO
Needs large print version		
Uses coloured overlay when reading (Colour ……………)		
Benefits from handouts on coloured paper		

EXAMS	YES	NO
Finds revising for exams hard		
Unable to finish an exam in the time allowed		
Panics when faced with tests		
Needs to take frequent rest breaks		
Needs timely reminders to stay focused on task		

Any other relevant information

Date normal way of working discussed and agreed:

Tutor Signature:

Student signature: