

Disability Support: Supporting Information

A guide on supporting information that may be requested for some reasonable adjustments at UCLeeds

Table of Contents

Why supporting information may be requested by UCLeeds	1
What is considered as an interventional adjustment?	1
What documentation is likely to be accepted as supporting information?	1
Supporting information that applicants and students can provide	2
Supporting information unlikely to be accepted by UCLeeds or DSA.....	3

Why supporting information may be requested by UCLeeds?

Students who disclose a disability, neurodiversity, mental health difficulty or long-term health condition (which have lasted, or are likely to last 12 months or more) may be asked to provide supporting information (sometimes called evidence) when they request some interventional adjustment formats. Supporting information can be provided when applicants or students disclose their difficulties in the *My Disability Support* section on your [My Portal](#) login.

What is considered as an interventional adjustment?

Interventional adjustments often require additional organisation before being implemented, with their aim being to promote a level-playing-field for all and prevent students with disabilities being put at any disadvantage (or advantage) in comparison to their peers without disabilities/additional requirements. Although specific to each student and their requirements, some examples of interventional adjustments may include (but are not limited to):

- a percentage of extra time in timed examinations
- extensions to assignment deadlines
- a smaller room for examinations
- supervised rest breaks in timed examinations

What documentation is likely to be accepted as supporting information?

Supporting information can vary in format, with the table that follows this paragraph showing some examples provided in the past, and their suitability for both the implementation of reasonable adjustments at UCLeeds, as well as the likelihood of Disabled Students' Allowance (DSA) accepting the format when eligible students apply for DSA. References to how suitable evidence is for DSA applications is informal as Higher Education Providers are not involved in their application process. Any documents provided in languages other than English will require professional translation into English before consideration.

Supporting information that applicants and students can provide

Examples of documents regularly used as supporting information	Usual conditions or difficulties that documents are provided for	Usable for DSA?
Diagnostic report from a qualified practitioner showing their Assessment Practising Certificate (APC) number	Specific Learning Difficulties (SpLDs); traits of Attention Deficit Hyperactivity Disorder (ADHD, including ADD)	Yes
Diagnostic report without APC number	SpLDs; traits of ADHD	No
Recent diagnostic report from an appropriate healthcare professional	Autism Spectrum Conditions (ASCs); ADHD	Yes
Historic diagnostic report from an appropriate healthcare professional	ASCs; ADHD	Depends on age
Recent healthcare report from an NHS/private/overseas professional	Disabilities; ASCs; ADHD; mental health difficulties; long-term health conditions	Often accepted
Historic healthcare report from an NHS/private/overseas professional	Disabilities; ASCs; ADHD; mental health difficulties; long-term health conditions	Depends on age
Needs Assessment Report created during a DSA application	Disabilities; neurodiversities; mental health difficulties; long-term health conditions	N/a
Stamped DSA Disability Evidence Form from a healthcare professional	Disabilities; neurodiversities; mental health difficulties; long-term health conditions	Yes

DSA Disability Evidence Form from a healthcare professional showing a working diagnosis of ADHD or Autism	If on respective NHS waiting lists for: ADHD; ASCs	Yes
Educational Health Care Plan (EHCP) or Form 8 from school/college	Disabilities; neurodiversities; mental health difficulties; long-term health conditions	No
Document from school/college showing previous adjustments	Disabilities; neurodiversities; mental health difficulties; long-term health conditions	No
Screenshots or files from healthcare apps (e.g. NHS/GP) showing full name, diagnoses and date of birth	Disabilities; neurodiversities; mental health difficulties; long-term health conditions	No

Supporting information unlikely to be accepted by UCLeeds or DSA

Examples documents not accepted by UCLeeds and usually rejected by DSA
Screening Results, such as QuickScan or QuickScreen reports, as they do not confirm diagnosis
Photographs/screenshots of medication, medication boxes or prescriptions
Photographs of physical effects that declared conditions may have caused
Letters from unqualified sources, including alternative healthcare fields (e.g. reflexologists)
NHS, GP or health service app files that do not contain the name, date of birth or condition
Requests for additional information may occur if details of identity or conditions are not clear

Links to resources

UCLeeds Disability Support web page: <https://ucleeds.ac.uk/student-support/disability-support>

My Portal link to disclose disabilities/conditions or request reasonable adjustments:

https://sitslivelc.luminate.ac.uk/urd/sits.urd/run/siw_lgn