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| Check list regarding student’s**Normal**way of workingAdditional evidence to support Access Arrangements |

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| **Name of Student: Name of Tutor: Course:** |

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| **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 |  |  |

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| **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 |  |  |

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| **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 |  |  |

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| **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 |  |  |

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

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| **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 |  |  |

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

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| **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 |  |  |

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| **Any other relevant information** |

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| **Date normal way of working discussed and agreed:** Tutor Signature:Student signature:  |