

psychologists to develop other ways to meet their academic requirements during the semester, and not just during examinations.

- b) The decision to grant extra time to students with disabilities lies with the UJ Concessions Committee's discretion and not with the practitioner who conducted the assessment; this also applies to the amount of extra time, which is calculated per hour. A previous award of extra time by another institution does not guarantee that the same concession will be approved whilst the student is at UJ.
- c) A decision made the UJ concession Committee may be appealed within 2 months of receipt of the original decision. The UJ Concession Committee reserves the right to request additional information.
- d) Where a concession has been granted for the duration of a student's university career, it is not necessary to reapply in subsequent years. If the concession was for one semester or year only, the student will need to reapply in the subsequent semester/year(s). A new assessment report may be needed if the previous report is older than 2 years, or does not contain the necessary assessments. (You will be advised of this by the Disability Unit Psychologist if this is the case.)

#### Closing Dates for Concession Applications:

- a) To make it possible for the concession application submission deadlines to be met, students are advised to seek evaluations by a practitioner timeously.
- b) Students who have not previously been assessed for a concession should note that it can take some time for practitioners to complete a comprehensive evaluation and to compile a detailed report.
- c) Students wishing to apply for concessional support must register with the Disability Unit and submit their concession application timeously. Please contact the DU for closing dates. When students register, they will be given an appointment with the Disability Unit Psychologist. Specified documentation not available at the time of the appointment must reach the Disability Unit by the appointed dates.

- d) Students who miss the first semester deadline can apply for a concession during the second semester. Students must then register with the Disability Unit and apply for concessional support for the second semester exams timeously. Please contact the DU for closing dates.

#### ➔ ALSO LOOK OUT FOR OUR OTHER TIP SHEETS ON TOPICS SUCH AS:

- Disability Service leaflet
- Learning Disorders
- Neurodevelopmental Disorders
- Hearing Impairment
- Visual Disability
- Physical Disabilities

#### ➔ KEEP IN TOUCH

We pride ourselves at being accessible to our students and other university stakeholders in pursuit of holistic support for our students. To this, we have multiple platforms to be reached on.

#### Visit us on your campus

APK - PsyCaD-C Ring 1  
APB - PsyCaD-Impala Court  
DFC - PsyCaD-House no. 2 (next to the student centre)  
SWC - PsyCaD-Adelaide Tambo

Or

#### Call us

011 559 3745 (APK)  
011 559 5752 (SWC)  
011 559 6042 (DFC)  
011 559 1318 (APB)

Or

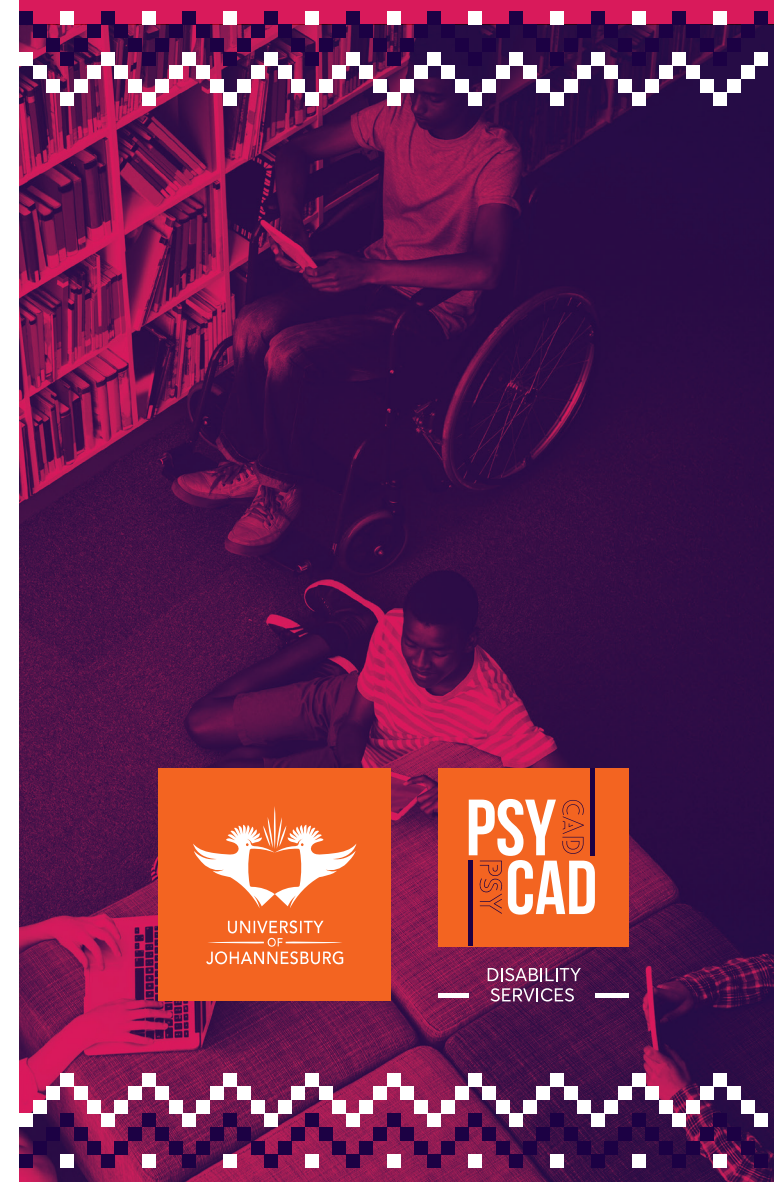
Send us an email: [disabilityunit@uj.ac.za](mailto:disabilityunit@uj.ac.za)

Visit our Facebook page:

<https://www.facebook.com/DisabilityPsyCaD>

# DISABILITY SERVICES — TIP SHEET —

## Student Concession Guide



## ➔ WHAT ARE CONCESSIONS?

These are accommodations granted to enable candidates with specific, whether temporary or permanent, disabilities to perform to the best of their ability without giving an added advantage over other candidates.

## ➔ WHO ARE THEY FOR?

These are for students with disabilities who wish to apply for accommodations to help them perform optimally such as extra time support for tests and examination, enlargement, height adjustable tables, stop the clock etc.

## ➔ GROUNDS FOR APPLYING FOR EXTRA TIME ARE:

- a) **A physical/ sensory/ neurological disability:** a disability that seriously impedes a student's ability to read or write at the same speed/ level as their peers
- b) **A specific learning disability:** a disability that affects one or more of the basic processes involved in the use of written or spoken language in a manner that constitutes a significant impairment of that function

### The requested concessions can be granted for:

- a) The duration of the student's university career
- b) For a specified time period e.g. a year / semester (this scenario would require re-application if necessary)
- c) For the period of rehabilitation (generally directed by the appropriate health professional overseeing the case)

### Extra time is not granted for the following:

- a) Where the primary area of difficulty is with the language of learning, teaching and assessment due to the fact that the language is not the home language of the learner
- b) Where there is no indication of how the disability and/or medication create barriers for student in meeting their academic requirements is stipulated; or
- c) Where the motivation for the concession application is that the student's cognitive functioning in all or most areas, as measured

by a standardised test of general intellectual functioning, is below the average range of intellectual functioning; or

Where the motivation for the concession application that the student has difficulty with the language medium of the examination due to writing in his or her second or third language

## ➔ PROCESS FOR QUALIFYING FOR A CONCESSION:

- a) The student must book an appointment with a Disability Unit psychologist at PsyCaD – all campus sites have access to this, as the psychologists rotate to the different sites. More information about when the psychologists are available can be found at PsyCaD.
- b) In this appointment, the student must register with the UJ Disability Unit and sign the appropriate consent form. Further information around concessions will also be given during this appointment
- c) Student must submit all relevant documentation – medical/psychological documents. This will further entail:
  - The psychologist will go through the documentation which the student wishes to submit and advise if additional / updated assessments will be required as all applications for concession must supported by relevant medical/psychological documentation.
  - Being interviewed/assessed to see what/ if concession support is needed in test/ examination venues.
- d) Once all the documentation is received, your concession application will then be forwarded to the U.J Concession Committee that make the decisions relating to the awarding of concession. This Committee meets February, March and April and then again August and September. This process takes a couple of weeks as the Committee only meets once in any of these months/
- e) Once the Disability Unit has been informed of the outcome of your concession application, you will be contacted to set up an appointment with the Disability Unit Psychologist so that you may be notified in person.

All information submitted as part of the concession application will be treated confidentially by UJ

Concessions Committee which considers these applications. It must be noted that documentary evidence of a disability alone is necessary, but not sufficient for the consideration of a concession.

### Your supporting documents must reflect the following:

- I. History of the condition
- II. Diagnosis/disability
- III. Any assessments leading to the diagnosis should be included
- IV. If currently on any medication, must indicate dosage as well as side effects on learning must be indicated
- V. Prognosis of the current condition and how disability impacts on a student's ability to meet academic requirements
- VI. Recommendations for concessional support to overcome the disability whilst at University (e.g. enlarged font, use of a PC etc.)

All of the above needs to be supported by an appropriate supporting assessment – more information around this are detailed in the Referral for Concession Assessment letter (available upon request at the Disability Unit). It should be noted that the required assessments are for the student's own cost.

**NB:** Requests for additional time in examinations will only be considered if evidence is provided in the practitioner's report which indicates that other accommodations will not address the applicant's needs.

## ➔ SHOULD YOU BE GRANTED A CONCESSION, WHAT IS YOUR RESPONSIBILITY?

- Student must sign a letter provided by the Disability Unit acknowledging the additional support needed.
- Must make sure that each lecturer is aware of the concession.
- Two weeks prior the test or examination, ensure that all your tests/examinations have been booked and are registered with the Disability Unit.
- Make sure that your test/exam papers are sent to the Disability Unit.

### Additional information

- a) Students applying for additional time are expected to consult with one of the Disability Unit