

We offer the following Assistive Technologies at the DU computer rooms for blind or partially sighted.

DISABILITY	ASSISTIVE DEVICES	ICT	OTHER TECHNOLOGY
Blind	Screen Readers <ul style="list-style-type: none"> JAWS (Job Access With Speech) NVDA (Non Visual Desktop Access) Braille <ul style="list-style-type: none"> Braille embosser/printer Braille note taker Duxbury braille translator 	<ul style="list-style-type: none"> A computer The conversion of document into electronic format (Optical character recognition OCR) Editing 	<ul style="list-style-type: none"> Windows eyes Dolphin pen Dragon natural speaking, WordQ + SpeakQ, Daisy textbook readers Dictaphones e-learning platforms Eye-pal range OpenBook BrowseAloud software Walking Cains
Partially sighted/Low vision	<ul style="list-style-type: none"> Magnifiers Magic software Izoom software ZoomText software and large print keyboard. Merlin desktop magnifier. Magnifying glasses Ruby handheld magnifier 	<ul style="list-style-type: none"> A computer The conversion of document into electronic format (Optical character recognition OCR) Editing 	<ul style="list-style-type: none"> Windows eyes Dolphin pen Dragon natural speaking, WordQ + SpeakQ, Daisy textbook readers Dictaphones e-learning platforms Eye-pal range BrowseAloud software Glasses

NB: Brailleing and Editing Procedure

All Brailleing is to be booked with Mr Eric Mhlana at least two weeks in advance. Mr Mhlana can be contacted via an appointment or email. A booking form will be completed. Brailleing will only be done in the first semester for new students. In the second semester a move will be made towards JAWS software such that from their second year students are fully functional on JAWS. This move is made to prepare students for the world of work.

Turnaround time for conversion at least two weeks

It is the responsibility of the student to provide the DU with the required notes and textbooks that must be converted to an alternative format **WITHIN TWO WEEKS OF THE START OF EACH NEW SEMESTER**. If you do not provide us with the material in advance, we will not be able to assist.

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

- Student's Concession Guides
- Disability Unit information leaflet
- Test and Exam Tips
- Learning Disorders
- Neurodevelopmental Disorders
- Hearing Impairment
- 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-CRing 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

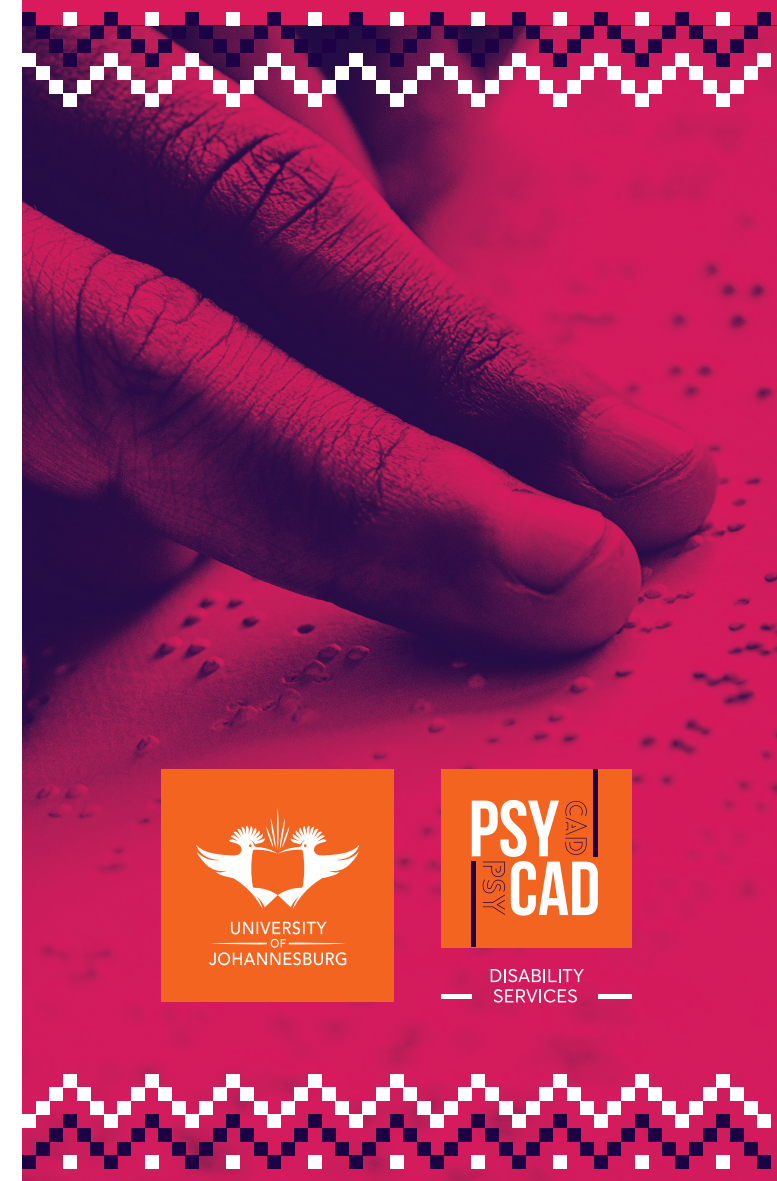
Visit our Facebook page:

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

If you require a copy of this leaflet in an alternative format e.g. Braille, large print, audio, etc – please email Mr. Eric Mhlana.

DISABILITY SERVICES — TIP SHEET —

Visual Impairment Support



DISABILITY
SERVICES

➔ SUPPORT FOR BLIND AND PARTIALLY SIGHTED STUDENTS

Visual impairment varies greatly. Persons are considered legally blind when visual acuity is 20/200 or less in the better eye with the use of corrective lenses. Most legally blind persons have some vision. Others who are partially sighted may rely on residual vision with the use of adaptive equipment. Totally blind persons may have visual memory, its strength depending on the age when vision was lost.

First and above all, remember:

People with visual impairments do not necessarily hear better than others or have ultra-developed sense of touch. They may have trained their other senses to assist them with mobility

Here are some helpful tips to help you when helping those with visual impairments.

- Identify yourself when greeting someone who has vision loss, even if the person knows your voice.
- In social situations, introduce the individual. Bring him or her into the conversation. Identify and introduce others who are present.
- Talk directly to the person. Do not ask questions through another person. Do not speak in a loud voice. Also, do not assume that other senses are different because of vision loss.
- Although it is important to be sensitive, do not be afraid to use phrases such as "See what I mean?"
- Do not be concerned if an individual does not look directly at you. He or she may look down or slightly away from you.
- Do not assume an individual walking with a cane needs or wants your help. Ask, "May I help you?" or "May I walk with you?" Invite the individual to take your arm, rather than taking his or her arm or pushing in the right direction.
- When entering a new building, a walk-through helps an individual understand the building's layout. As you walk together, point out key

locations such as safety exits, restrooms, and so forth. Help the individual feel comfortable and safe.

- Identify food served at social gatherings. If the event is self-serve, offer to help the individual through the line.
- As early as possible, tell individuals about changes in meeting times or locations so that they can make arrangements for transportation. Offer to help if needed and appropriate.
- Do not pet, feed, or talk to a guide dog unless the person gives permission. To avoid distracting the dog, as they are working animals.
- When offering assistance to a person with a visual impairment, allow that person to take your arm. This will enable you to guide, rather than propel or lead the person. Use specific directions, such as "left in 100 feet" or "right in two yards" when directing a person with a visual impairment.
- Don't worry about using words such as "see" or "look" in your conversation. These words are a part of everyday conversation and are not offensive.
- Not all visually impaired people read Braille. Ask the person what alternative format they prefer.
- Place the person's hand on the side or back of the chair when seating them
- Remember that you'll need to communicate any written information orally.
- When conversing in a group, identify the person who is speaking and to whom you are speaking.
- If you are not sure what to do, ask, "Can I help?"

If you are visual impaired, the Disability Unit can assist:

Whatever the degree of impairment, visually impaired students should be expected to participate fully in classroom activities, such as discussions and group work. If you are blind or partially sighted, the Disability

Unit at PsyCaD can offer a range of support services, strategies and resources to enable you to perform to your potential and participate in University life.

The DU will liaison with the academic staff so that the modification of materials, necessary accommodations, permission to record lectures, provision of lecture notes and reading/book lists are well in advance and any necessary psychological or social support is provided.

At the DU we will consult with you on the support you need, preferred methods of communication and accessing written information. In order to fully support you, you will need to come into the DU and apply for the necessary accommodations/concession for students leaving with disabilities. We also advise the academic staff on way to help enable you to fully access lectures, seminars, and tutorials.

As the DU we can assist you with your requests for brailing and enlargements (of tests and exams) as well as help assist you in finding readers, note-takers or tutors. The DU in working to help identify your individual support needs can also offer the following:

- Modified exam arrangement
- Concessions
- Necessary accommodations
- Training, assistance and advice regarding Assistive Technology, hardware and software
- Access to study material in alternative formats (braille, audio, electronic text, print enlargement)
- Liaison with academic staff.
- Equipment hire

The aim of these Assistive Technologies is to help level the play for students with visual impairments, not to give them an added advantage over other non-disabled students.