Reasonable Adjustments

(Updated September 2026)

After meeting with Disability Services, any recommended adjustments will be shared with the Maths Department via Tabula. These recommendations will be visible on Tabula to a small number of relevant professional services staff as well as your personal tutor.

If you'd like your adjustments shared with any other staff members or external departments, please contact a Student Support and Progression Officer (Isabel Smith or Anna Ott) to arrange this - maths-pastoral@warwick.ac.uk.

Your adjustments will stay in place for the duration of your studies.
If you feel they need to be updated, you can book an appointment with Disability Services at any time. Deadlines for alternative exam arrangements (AEAs) are listed here.

If you have any queries or concern regarding your reasonable adjustments, please do not hesitate to contact your Personal Tutor or the department's Student Support and Progression Officers (SSPOs).

Most recommendations from Disability Services are general.
This document explains how those adjustments are applied within the Mathematics Institute.

Reasonable Adjustments (provided by wellbeing support services)	**How Mathematics supports students**
Exam Arrangements	
✓ Use of a computer (where appropriate for the subject discipline)	A computer will be provided for you to use during your exam. Some students find that using a computer for Mathematics exams can be difficult and opt not to use it. If this is the case, please speak with the Taught Programmes Office who will ensure answer booklets are provided for you instead (UGMathematics@warwick.ac.uk).
✓ A small venue	You will be allocated to a venue as per the recommendation on your adjustments.

	Please be advised, the department will always try to allocate you a room that best suits your adjustments. But due to room availability, this may not always be possible. If there are any concerns regarding room allocations, the department will contact you via your student email address ahead of your exams.
✓ Discounted 'stop the clock' rest breaks in all exams - to be used flexibly throughout the exam.	Rest breaks can be used flexibly throughout an exam, up to your allocated time (e.g. 10 minutes per hour). To take a rest break, you will need to notify your invigilator who will then track the time of your break. The time taken will then be added back onto your exam. For example, if your exam was originally scheduled to finish at 11am and you took one 10-minute break, your new end time would then be 11:10am. Please note that both *extra time* and *rest breaks* are calculated based on the original exam duration. For example**,** for a student with a 1-hour exam with 25% extra time and a 10-minute rest break, the maximum exam duration will be 1 hour and 25 minutes: 60 + 15 (25% extra time) + 10 (rest break).
✓ Extra time in all exams	Extra time will automatically be added onto your exam time. For instance, if you have 25% extra time and you have a 1 hour and 30 minute exam that starts at 9:30am, the standard exam would finish at 11:00am. With 25% extra time, your exam would finish at 11:23am.
✓ Taking items into an exam	Items will be approved in collaboration with Disability Services, and invigilators will be informed of the approved items through the exam paperwork. Invigilators may ask to inspect items to ensure they comply with what has been approved.
Lectures/seminars	
✓ The student should have access to session materials in advance of lectures.	Many lecturers will be able to release a preliminary version of the course notes (or version from previous year if available) if requested as a reasonable adjustment. However, most lecturers update their notes throughout the teaching Term (e.g. correcting typos or adding answers to common questions).

	Students should expect a more definite version of the notes towards the end of the module. If you have any concerns, you should contact the Module Leader and/or your Personal Tutor.
✓ The student can record lectures that are not lecture-captured.	Recordings are made available for almost all lectures (but not support classes, tutorials or supervisions). Recordings should be accessed through the Lecture Capture block in the right-hand column of the module's Moodle page. If you wish to record a lecture, please speak to the module leader at the beginning of the session.
One or more of the following options may apply: ✓ The student may find contributing to seminars, group projects or presentations (individual or group) very difficult ✓ They may need extra support or encouragement for presentations ✓ Participating in group presentations and in general group work may prove challenging for this student. Careful group allocation if possible in a smaller group would be beneficial.	You should speak with your Personal Tutor, relevant Module Leader or Project Supervisor about any specific requirements or concerns. In consultation with Disability Services, special arrangements can be made for presentations (e.g. one-to-one with your tutor).
Assessment	

✓ Flexibility with deadlines as a reasonable adjustment is recommended (as appropriate to the assessment tasks).	Due to the schedule of assignments and the release of solutions, it is sometimes not possible for extensions to be granted for assignments. **For problem sheets** (marked by supervisors or TAs) or smaller pieces of work worth 2 CATS or less, or those for which solutions may be discussed in class shortly after the deadline: It is not possible for extensions to be granted for these assignments. However, you are eligible to claim for one assignment per module to be waived, meaning that it would not count towards your overall assignment mark. You must specify the assignment to be waived. The usual calculation where the lowest mark is discounted would then be applied. To apply for a waiver, you can submit a mitigating circumstances case in Tabula under the 'personal circumstances' tab stating which assignment you wish to be waived. You do not need to provide independent evidence, i.e. a medical note. This request will then be reviewed by the Director of Undergraduate Studies for approval. **For more substantial pieces of work** (typically worth 3 CATS or more): these are eligible for an extension request. To apply for this, you can submit a mitigating circumstances case in Tabula under the 'personal circumstances' tab stating which assignment you wish to receive an extension for. You do not need to provide independent evidence, i.e. a medical note. This request will then be reviewed by the Director of Undergraduate Studies for approval. Note that **both a waiver and extension request must be made before the deadline has passed.** More information regarding eligible assessments can be found on this page. We emphasise that waivers and extensions are only available if "flexibility with deadlines" is explicitly recommended by Disability Services as a reasonable adjustment. External students taking MA modules may also make use of our 'flexibility with deadlines' policy as above. However, you should apply via your home department's usual mitigation process.

✓ The student has been issued with the relevant considerate marking adjustment to attach to the front page of assignments and exams for consideration when marking.	Your electronic labels can be provided by Disability Services. Your labels can be attached to any pieces of work you submit, including assignments and exams. As your label is tailored specifically to you, the department will not have copies of these if you forget to bring a copy to your exam. Please ensure that you remember to have copies with you should you wish to use them.
General Guidance	
✓ The student may request additional time, outside of formal sessions, with tutors to clarify feedback and to ask any follow up questions, during working hours.	In Year 1 you will have regular supervision sessions and personal tutor meetings where you can discuss any issues arising out of your assignments. Tutor meetings continue in later Years but may become more pastoral rather than academic. A reasonable amount of extra time (or one-to-one meeting requests) can be requested with your tutor at any point. You can approach your tutors or lecturers in person (at the end of a lecture, or by knocking on their office door) or online (by email or Teams). Third and fourth year module lecturers will also have office hours where you can see them without making a prior appointment. Any non-academic queries can also be sent to UGMathematics@warwick.ac.uk or you can visit the Taught Programmes Office in B0.01.
✓ There may be times when the student is unable to attend or they may need to leave a teaching session.	If you are unable to attend a tutorial or supervision, it would be courteous to let your tutor or supervisor know. There is no need to let the lecturer know that you can't make it to a lecture. But in the case of an extended absence, it is imperative that you talk to your personal tutor to plan how to catch up. If you feel unwell and need to leave a session, please do so. You do not need to explain before you leave, although it would be helpful to contact the tutor or

	supervisor afterwards, especially if anything can be done to support you.
✓ The student may need the tutor to re-iterate or rephrase instructions for assignments or other tasks.	Lecturers are accustomed to explaining concepts and will be aware of common misconceptions. Questions are always welcome and often benefit all students. Please approach lecturers in person (at the end of a lecture, or by knocking on their office door) or online (by email or Teams).

Additional Exam Information

If you have **exam adjustments**, you will take your exams in the **Zeeman Building** (listed as **"INDEPT"** on your timetable).

Exception:

- If your only adjustment is **extra time**, you'll take exams:
    - **In the department** for the **January and April** periods.
    - **In a main exam hall** (with other students who have extra time) for the **summer exams**.

Before each exam period, the department will contact you with full details — including arrival time, sign-in location, and other arrangements.

Please **check your timetable carefully** and contact **UGMathematics@warwick.ac.uk** if you have any questions.

As per central university guidance, in department exams use the start times suggested by the central exams team – 30 minutes prior to the start time in the main hall, this will be reflected accurately on your personalised timetable.