**Request for exemption from dyslexia/spld marking concessions**

To comply with the terms of equality legislation, students with dyslexia and other specific learning difficulties should not be penalised for poor spelling, grammar or sentence structure. Students registered for dyslexia/spld support are given blue cards to attach to their work to alert the marker to their dyslexia/spld so that appropriate concessions can be made. For further information about marking the work of dyslexic/spld students, please see [Marking work.](https://www.brookes.ac.uk/staff/academic/inclusive-support-service/marking-work/)

For modules where academic standards would be compromised by applying dyslexia/spld marking concessions, exemption may be requested. This is normally likely to apply only to modules specifically testing use of language – for example foreign language modules.

Requests for exemption should be made on this form by the Programme Lead/Subject Co-ordinator and Module Leader. You may find it helpful to seek the advice of the Head of the Disability and Dyslexia/SpLD Service when completing the form. Completed forms should then be submitted for approval by the Faculty committee responsible for learning & teaching matters before being sent to the Head of Disability and Dyslexia/SpLD Service, who will liaise with the Committee Support Administrator in Academic and Student Affairs to arrange consideration of exemption requests by a panel consisting of the Deputy Vice Chancellor and other members of the Academic Enhancement and Standards Committee. This panel will meet when required and Programme Leads will be notified of the decision of the panel meeting.

In the first instance a meeting will be held in September to consider cases under this policy, thereafter a meeting will be held after the deadline for module changes.

**If exemption is granted, the module description should include the information that dyslexia/spld marking concessions cannot be applied.**

**Module for which exemption is requested:**

|  |  |
| --- | --- |
| **Module number** |  |
| **Module name** |  |
| **Module leader** |  |
| **Programme Lead/Subject Co-ordinator** |  |

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| **Reason for exemption request** |

**Please sign below**

**Module Leader……………………………………………………………………….**

**Programme Lead/**

**Subject Co-ordinator …………………………………………………………**

**Date…………………………………………………………………………………….**