

Dyslexia Services
Student Information
Handbook

2010 - 2011

Education Support
Supporting you to succeed

Dyslexia Services
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University of Southampton
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www.soton.ac.uk/edusupport/dyslexia

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If you have specific learning difficulties you need to **register with Dyslexia Services** as soon as possible.

If you do not register, you will **not** be able to access support or receive special exam arrangements.

It doesn't matter if you already have your DSA, you **still** need to be registered with us.

Don't forget to book **one-to-one** academic skills support with our specialist tutors.

About Dyslexia Services

- We offer advice and support to all students with specific learning difficulties, such as dyslexia or dyspraxia.
- We are part of the University's Education Support Service.
- We have a team of dyslexia tutor/assessors.
- We make recommendations for special exam arrangements.
- We can advise you about the Disabled Students' Allowance (DSA).
- We provide individual academic study skills tutorials to help you develop effective study techniques.
- We offer coloured overlay tests.

For some frequently asked questions, please see our new podcast:

<http://www.edshare.soton.ac.uk/5701/1/index.htm>

Dyslexia Services staff

Janet Skinner, Head of Dyslexia Services;

Trish Van Der Byl, secretary/receptionist;

Dyslexia tutor/assessors:

Gail Alexander; Jane Lapraik; Jane Warren;

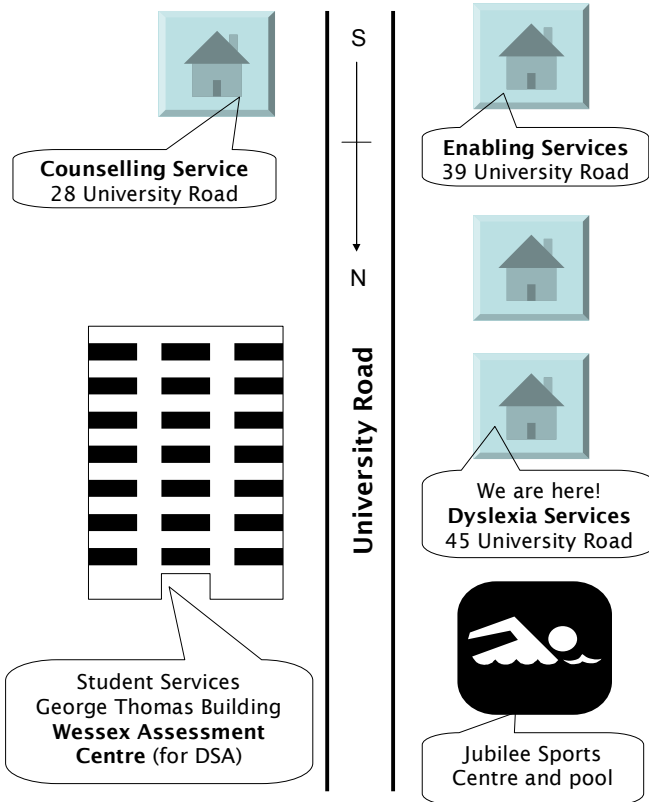
Fanny Middleton; Allene Tuck;

Dyslexia Tutors:

Susan Rutter; Dianne Sherwood; Sue McKenna.

How to find us on Highfield Campus

This plan shows you how to find Dyslexia Services and other helpful places.



Dyslexia tutorials, screenings and overlay tests are also available at **Winchester School of Art, St. Mary's Hospital Portsmouth, and Basingstoke and North Hampshire Hospital.**

Individual academic study skills tutorials

Do you want to...

- aim for better grades and invest in your future?
- be an independent learner?
- save time by discovering transferable skills?
- learn techniques you can use in the workplace?

If you do, book one-to-one, tailor-made tutorials with us!

We can help you to:

- plan and structure your assignments
- develop your academic writing skills
- edit and revise your work
- manage your time (and your course) better
- read faster and more selectively
- revise more efficiently
- develop memory techniques

The rest is up to **you**. We can't:

- proofread your work for you
- help with subject-specific content
- solve all your problems in one tutorial!

Tutorials are available at:

- Highfield
- Winchester School of Art
- St Mary's Hospital, Portsmouth
- Basingstoke and North Hampshire Hospital

We can also arrange **distance learning** tutorials if necessary.

More about tutorials

You **don't** need to wait until you have received your Disabled Students' Allowance (DSA) to book tutorials.

Not all tutors cover all campuses. Highfield has the most cover (and the most students).

We have a selection of **academic skills booklets** which are used in tutorials. You can also find these online:
<http://tinyurl.com/3a5zna7>

If you don't turn up to a booked tutorial or cancel at short notice, your DSA allowance will be charged.

What students have said about our tutorials

I could not have completed my assignment without my tutor. She is a valuable resource and I will need her until I finish my course.

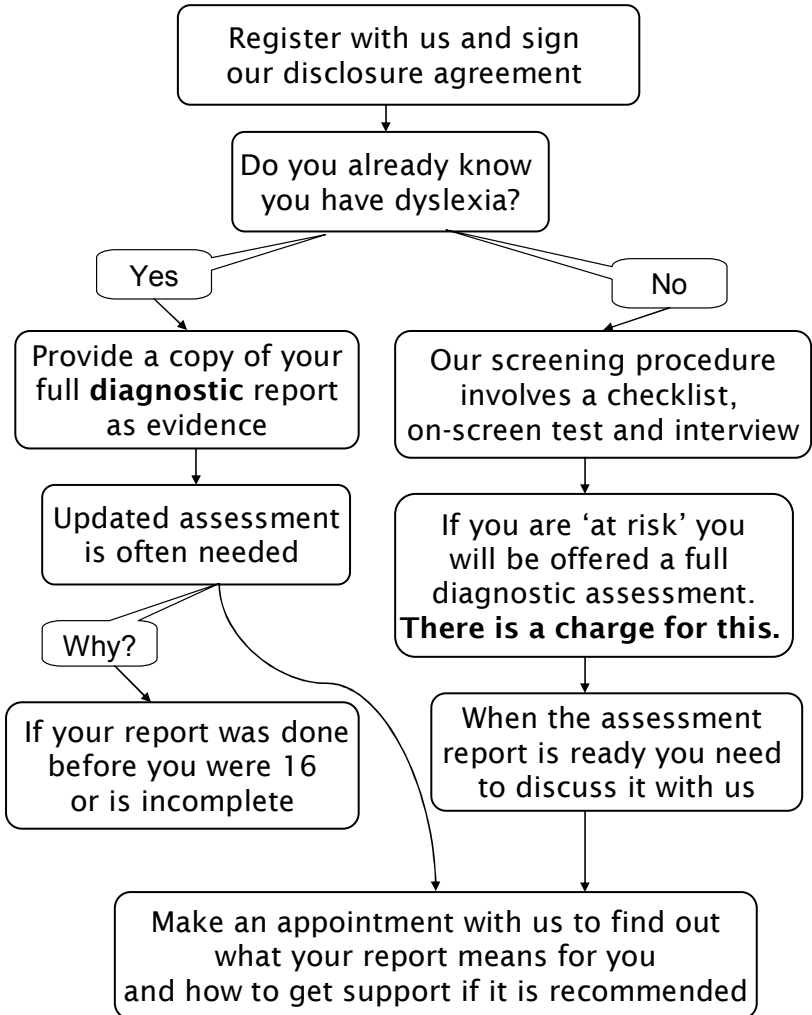
very helpful,
addressed my needs
and questions
perfectly

Excellent! After a 10 year gap in Education, these tutorials have been a lifesaver!

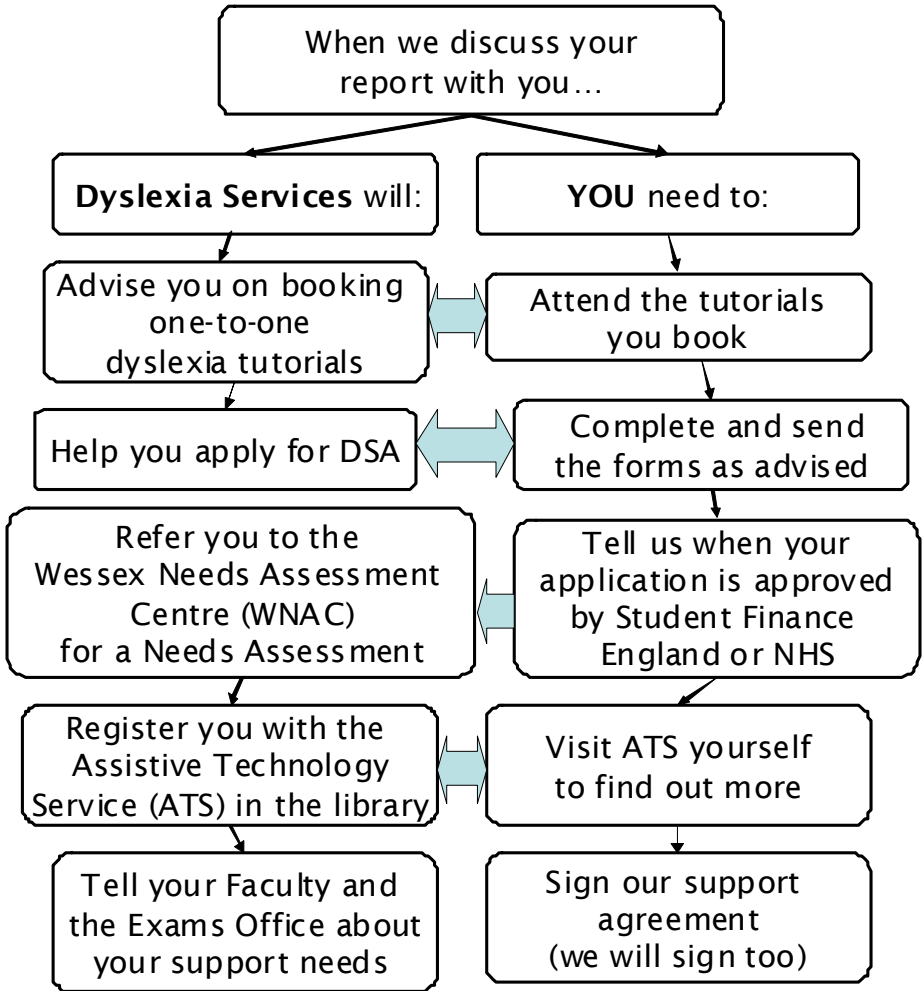
It is good that you can bring in a paper copy or a thumb stick to look through your assignment on.

Group sessions and twilight one-to-one sessions will be offered every other Wednesday during semester 1 from 5 pm to 6pm.

Registering with Dyslexia Services



After your assessment



Any questions?
Just ask!

What are special examination arrangements?

Usually:

- 25% extra time
- Separate room (with other students receiving extra time)
- Exam scripts marked with a coloured sticker to ensure that students are not penalised for typical dyslexic/dyspraxic spelling and syntax errors

Occasionally:

- Reader of questions
- Scribe
- Use of computer

Overlay tests

- Does reading make you tired?
- Do you dislike white, glossy or shiny pages?
- Do words seem to flicker or blur?
- Do you dislike reading under bright lights?
- Do you skip words or lines without meaning to and lose your place?

If you answer 'yes' to these questions, you might have visual stress. Sometimes, using a coloured acetate overlay will help with reading. Dyslexia Services can do a simple test to find the most appropriate colour. People can have visual stress whether or not they also have dyslexia or another specific learning difficulty.

What do we mean by ‘Assessment’?

The word assessment has several meanings.

Full Assessment:

This is a diagnostic assessment by an educational psychologist or specialist assessor which provides full evidence of your specific learning difficulty. A full assessment takes about three hours. Short breaks will be offered. The assessor will explore different areas of your cognitive profile and current literacy skills to draw a diagnostic conclusion. The detailed written report and recommendations will be discussed with you.

Screening Assessment:

This is an initial indication of the possibility of dyslexia. It does not provide full evidence. It may be carried out in Dyslexia Services or you may have been screened at school or college.

Updated Assessment:

You may need this if you do not have a full diagnostic assessment report, or if it is out-of-date. Assessments using tests suitable for children, which were carried out before you were 16, will not be sufficient for higher education. Also, brief documents giving extra time in public exams will not offer full evidence.

Needs Assessment:

This is quite different from a diagnostic assessment. If you are awarded DSA, you will be asked to visit an Assessment Centre for a Needs Assessment. The assessor will make recommendations as to what support is appropriate to your needs. The University’s Assessment Centre is called the Wessex Needs Assessment Centre (WNAC). We will refer you to WNAC when appropriate.

Disabled Students' Allowance (DSA)

The DSA is intended to cover any **study-related** costs or expenses incurred by a student with any specific learning difficulty (or other disability). It is available to both new and existing students and is not means-tested. The DSA is administered by Student Finance England, NHS Bursaries, local authorities or research councils, depending on your course. We can advise you. EU, international and very part-time students are **not** eligible for DSA.

There are three types of allowance:

- **General allowance** for books, photocopying, printing etc.
- **Non-medical helper allowance** will pay for individual study skills tutorials (see pages 6-7).
- **Specialist equipment allowance** can pay for assistive software, a digital voice recorder or other items.

For more information on applying:

- see links on page 14-15
- talk to one of the dyslexia tutors
- see our podcast:
<http://www.edshare.soton.ac.uk/5702/1/index.htm>

Assistive Technology Service (ATS):

Assistive Technology Officer: Andrew Dykes.

www.ats.soton.ac.uk/

Email: ad6@soton.ac.uk

Telephone 023 8059 2030 (internal 22030)

Based in the library, ATS has specialised workstations set up with assistive software and can advise on using technology. Open to all disabled students including those with dyslexia.

Feedback

Feedback about the service is welcomed. There will be many opportunities to give feedback, both formal and informal. It would help us to develop the service in the way that you want if you can give us as much feedback as you can.

Very impressed by the service due to the range and quality of support offered.

The staff were very friendly and helpful, and understood all about how dyslexia affects students in everyday situations.

All the necessary exam arrangements were made for me so I didn't have to worry.

The service is brilliant, really helpful, always available and I don't think I'd get through Uni without it.

Comments from some current students

Complaints

If you have a complaint about the service, please discuss this with one of the dyslexia tutors. If this is not possible or if you are still unhappy, you are very welcome to raise your concerns with Janet Skinner, Head of Dyslexia Services, at an early stage. If the issue remains unresolved, you may contact Dr. Kevin Partington, Head of Education Support.

K.J.Partington@soton.ac.uk extension 29022

Further Information

University resources:

Dyslexia Services website:

www.soton.ac.uk/edusupport/dyslexia

Study skills handbooks available online.

University of Southampton academic study skills:

www.academic-skills.soton.ac.uk

Study skills toolkits at different levels.

LexDis:

www.lexdis.org/

Technological strategies and solutions developed by students for students at Southampton.

Information about DSA:

Student Finance website (for downloadable DSA forms and guidance, such as **Bridging the Gap**):

<http://tinyurl.com/2twex7>

NHS Student Bursaries website (for DSA forms for students in receipt of NHS bursaries).

www.nhsbsa.nhs.uk/Students/1178.aspx

Wessex Needs Assessment Centre (WNAC)

Student Services Centre (George Thomas Building).

Tel: 023 8059 7233 Email: wessexdsa@soton.ac.uk

For enquiries about your DSA after your Needs Assessment.

National and Local Organisations:

British Dyslexia Association:

www.bdadyslexia.org.uk

The BDA aims to help all people with dyslexia to realise their potential.

Dyspraxia Foundation:

www.dyspraxiafoundation.org.uk

Raising awareness and offering assistance to all people affected by dyspraxia.

Hampshire Dyslexia Association:

www.hantsda.org.uk or 023 8033 3345

Local helpline and advice on assessment and tuition.

Dyslexia Action:

www.dyslexiaaction.org.uk/

National organisation including private dyslexia assessment and tuition and workplace assessment.

Contacting Dyslexia Services

45 University Road,
Highfield.

Opening hours: 8:30am – 4:30pm, Monday – Friday.
Some early morning or late appointments are available at Highfield on request.

Group sessions and **twilight one-to-one sessions** will be offered every other Wednesday during semester 1 from 5 pm to 6 pm.

For appointments at Highfield:

Contact Trish Van Der Byl, Dyslexia Services secretary.
Telephone 023 8059 2759.
(24-hour answering service).
Email: dyslexia@soton.ac.uk.

For appointments at Winchester School of Art:

Contact Student Office.
Telephone 023 8059 6913.
Email: Allene Tuck (at7@soton.ac.uk).

For appointments at St Mary's Hospital, Portsmouth:

Contact Reception at the Education Centre.
Telephone: 02392 866 861.

For appointments at Basingstoke and North Hampshire Hospital:

Telephone: 07876 277507.
Email: Sue McKenna (sm9@soton.ac.uk).