

DKIT Disability Service Frequently Asked Questions

Last Updated: Friday, 24th April 2020, 16:00

Since the Institute closed on March 12th, students have contacted the Disability Service with questions about accommodations for assessments and exams. We are currently working with the Registrar's Office, Academic Schools and Lecturing Staff to agree reasonable accommodations for all assessment types that will be scheduled for the remainder of this Semester.

1. Is the DKIT Disability Service open to students?

The Disability Office will continue to offer student support via Email.

If you have any query or difficulty with online learning and assessment and are registered with the Disability Service in DkIT please email Geraldine.kneel@dkit.ie or disability@dkit.ie.

2. How are my classes being delivered since Institute campus closed?

All classes are being delivered via remote delivery from the week beginning Monday 23rd March where possible. Students are encouraged to check their [student email](#) and [Moodle](#) to ensure they receive all necessary teaching and learning resources via their lecturers.

You are asked to continue to engage with your lecturer(s) regularly via email and Moodle for the latest updates on all of your modules.

All students who have applied for Reasonable Accommodations and are registered with the Disability Office are encouraged to contact the Disability Office if they have any questions or concerns around how classes are being delivered.

3. Do my reasonable accommodations remain active?

Yes, however, for some or all of your classes you may find that some of your accommodations are no longer needed and some may need to change.

4. Will I be able to modify or add new reasonable accommodations, due to barriers I might experience learning in the online environment?

Since you will not know how the switch to remote delivery of teaching, learning and assessment will impact you in each of your modules, you are encouraged to contact your Lecturer and the Disability Office to explore possible changes to accommodations, if necessary. Changes to your reasonable accommodations can then be considered and proposed accordingly.

5. How does COVID 19 affect my exams?

In light of the current situation, DkIT is currently in the process of evaluating how assessment and examination can be adapted at programme level across the Institute. For the moment please adhere to the CA schedule unless otherwise advised. Detailed discussions are being held at Academic School level and across the Higher Education sector as a whole. This is a complex area and considerations around mode of assessment, academic integrity, quality, fairness to our students, additional support for students with a disability and compliance with regulatory bodies are all being reviewed. For the latest updates in relation to Assessments & Examinations, please visit:

<https://www.dkit.ie/about-dkit/coronavirus/student-update.html#assessmentsprojects-examinations>

Your Head of Department will also be in touch with you over the coming weeks to provide more information about your specific programme. In the meantime, please continue to engage with your lecturer(s) and check your DkIT email, website and Moodle for messages in this regard.

By now alternative replacement assessments have been decided for most of the final examinations and you have been notified by your Department.

If you have any query or difficulty completing these it is very important to let the Disability Service and your lecturer know as soon as possible. It may not be possible to change or provide alternative reasonable supports without notice well in advance of the assessment date.

6. How do I set up a Low Distraction Study/Exam Venue at home?

Here are some useful tips on establishing a low distraction study/exam venue at home:

- Set up the study/exam room well in advance of the assessment starting.
- Try to have a practice run before the date of actual assessment.

- Remove as much clutter from the desk area as possible. All unnecessary materials should be placed outside the room for the duration of the examination.
- Set up lighting to your preference, by locating near a window if you prefer natural light, or setting up in a dark space with lamp lighting.
- Desks should be placed facing blank walls where possible.
- Talk to housemates/family in advance of your examination, to reduce distractions during this period as much as possible.
- If possible, use a room away from the kitchen and common seating areas.
- Earplugs can be purchased from most pharmacies, or low-level white noise on YouTube or Spotify may be effective if in a noisy environment.
- Movement breaks including squats, wall push-ups or planks can help modulate the sensory environment during your exams.

7. How can I set up text to speech function on my laptop or PC while I am working from home, to help me with reading questions?

We have prepared some useful video tutorials to assist you in setting up a text to speech function on your laptop or PC. Please see the links below:

Text-to-speech in Microsoft Word:

- https://youtu.be/miu_KWbat2s

Read Out Loud in Adobe Reader:

- <https://youtu.be/2O2aR3uBbJw>

7. I need help completing the alternative assessment that I have been given to replace my Final Exam, how can I get support with this?

You should contact your Lecturer for advice and email me at Geraldine.kneel@dkit.it and I will be able to discuss and advise further. You must contact us as soon as you can so that appropriate supports can be put in place for you before the test.