

DkIT Disability Service Frequently Asked Questions during Covid-19 Blended Learning and Remote Working.

Last Updated: Friday, October 30th 2020

Since the Institute switched to a blended learning model for 2020-21 academic year the Disability Service has put together some answers to Frequently Asked Questions around reasonable accommodations for assessments and exams.

We have been working with the Registrar's Office, Academic Schools and Lecturing Staff to agree Reasonable Accommodations for all assessment types that will be scheduled.

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.

If you are a new student and have not yet registered with the Disability Office at DkIT please email for an appointment.

Meetings will be held via MS Teams.

2. Is my last year's Learning Agreement in place?

If you are a continuing student and had Reasonable Accommodations for 2019-20 you will continue to have those supports offered, there is no requirement to sign-off on a new Learning Agreement for the coming year.

All new Learning Agreements will be for the duration of the programme.

However, for some or all of your classes you may find that some of your Reasonable Accommodations are no longer needed and some may need to change.

Students are encouraged to contact the Disability Office if they have any questions or concerns or need to make a change to their agreed supports.

If this is the case please contact disability@dkit.ie or Geraldine.kneel@dkit.ie with your query.

4. How does COVID 19 affect my exams?

This question should firstly be addressed to your module lecturer who will be able to advise on the type of assessment you will be expected to complete for their module.

If you have any query or difficulty completing alternative examinations or assessments 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 accommodations without notice well in advance of the assessment date.

5. 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.

6. 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?

Initially you should contact your Lecturer for advice and email me at Geraldine.kneel@dkit.ie 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.