SAFE Hub (Services for Accessibility and Fair Education)

Special arrangements for students with Disabilities, SpLD and SEN

Politecnico di Torino
1859

On the **Teaching Portal**

in your **Personal Area,**

under the **Disability/SpLD/SEN box**

you can find the **special arrangements** available to you during exams throughout your studies at Politecnico (except for the English language exam, which is managed through a separate procedure).
These arrangements have been identified by the SAFE Hub staff on the **basis of the medical or clinic documentation that you uploaded through Apply@polito or submitted via the ticketing system.**

Please note: if your SpLD certification does not include a functional profile or a detailed list of recommended accommodations, only the following 4 «**special arrangements**» will be assigned:

- **Calculator**
- **Legibility criteria**
- **Extra time**
- **Assessment focused more on content than on form**

- Your **special arrangements** **are already visible** **to the professors** teaching courses included in your current academic year, through the electronic **support plan,** drafted by the SAFE Hub staff**.** PLEASE NOTE: the support plan contains **ONLY the list of your special arrangements** and does **not include any information about your diagnosis**.

- You have **15 days from receiving the email** inviting you to review the support plan to contact the **SAFE Hub staff** through the **ticketing system** and ask for **clarification**, **request changes,** or even **withdraw from the support process**.

- **If you** **request to withdraw from the support process**, any new assessment of accommodations will only be possible starting from the following academic year.

- After the 15-day period, **your support plan can no longer be changed for the entire academic year**, **unless an additional medical or specialist certificate documenting the need to reassess the special arrangements** is submitted through the ticketing system.

- **The accommodations will be automatically confirmed after the study plan and teaching load for each academic year have been finalized**, including in the case of enrolment in a Master's Degree programme after completing a Bachelor's Degree.

Special arrangements are **tools and strategies that help students overcome difficulties** related to their individual characteristics in learning activities and in the assessment of the knowledge and skills they have acquired.

In the following slides, you will find the complete list of special arrangements available at Politecnico, divided into two categories, **special arrangements for study** and **special arrangements for exams**.

Special Arrangements - Study

Specialized educational support	A specialized tutor (educational support and/or sign language support) is provided to help with study organization and communication with professors
Attention to language	Use of clear and direct language, avoiding implicit meanings and double negatives in both oral and written interactions
Consulting	Provide frequent and/or regular individual meetings, either in person or online
Careful inclusion in group work	During group work: put the student in a small group, supervise the group and foster inclusion
Additional course/examination details	Clearly illustrated the exam structure and explain how to manage the extra time (do not take for granted any basic information on the course)
Lip-reading facilitation	Allow lip reading during the lessons: talk in front of the group, with clear and slow diction or using the microphone
Video lectures	Access to recorded video lectures
Accessible material	Provide accessible learning materials ahead of the lessons (presentations, course handouts, exercise books), if requested by the student
Recorder	Permission to use an audio recorder
Customised deadlines	Customize deadlines for turning in exercises and projects
Digital texts	Use of digital-format texts and materials
Video magnifier	Use of video magnifier in the classroom

Special Arrangements - Exams – Part I

Authorisation for glycaemic control	Permission to keep and use blood glucose monitoring devices during exams. If the student needs to use a glucometer, allow time to resume the exam and give a new deadline to turn in the exam
Headphone/noise-cancelling earplugs authorisation	Allow use of noise-cancelling earplugs/headphones and text markers, for in-person exams
HW/SW authorisation	Use of PC /Exam Reader / graphic tablet / speech synthesis, etc. The specific device must be communicated to the professor well in advance
Teacher interaction authorisation	Possibility of interacting with the professor during the exam, when needed
Exit authorisation	Allow the student to go to the toilet during the exam and give extra time to make up for the toilet break
Calculator	Use of a calculator
Legibility criteria	Exam materials prepared according to legibility criteria (Arial, font size 12-14-16, line spacing 1.5/2, expanded spacing, unjustified text)
Care in oral interaction	Carefulness during oral interactions: make sure that the student has understood the question, avoid putting pressure, give more time to process the question and answer it, be patient and wait for the answer
Alternative examination format	In the event that a written exam is strictly necessary, check if the exam format (e.g. multiple-choice questions, close-ended questions, etc.) may be a barrier and consider replacing it with a different type of assessment
Online examinations	Possibility to take the exam online (special arrangement available only in exceptional cases)
Exams in SAFE Hub spaces	Possibility to take the exam in SAFE Hub spaces (special arrangement available only in exceptional cases)

Special Arrangements - Exams – Part II

Formulary	Use of formulary (for both written and oral exams)
Concept maps	Use of concept maps (diagrams that depict relationships between concepts)
Orals in quiet environment	Oral examinations in a calm, quiet, and non-crowded environment (or alternatively in the spaces of SAFE Hub), with the possibility of breaks
Oral vs. written	Preference for oral examinations rather than written ones
Dedicated workstation	Dedicated desk or workstation in the classroom, or alternatively an exam at the SAFE Hub spaces, under staff supervision
Tutor presence	Presence of a SAFE Hub tutor who may act as a reader, assist with a computer, or write under dictation
Exam division	Splitting an exam into several partial modules (special arrangement activatable only in exceptional cases)
Extra time	30% extra time to take the exam; alternatively, for written exams, a lower number of questions (reduce quantity but not quality)
Enlarged track	Paper-based exam: prepare the exam questions on A3 paper size, Arial, font: 14 Computer-based exam: check if it possible to zoom images and adjust brightness
Content vs. form evaluation	Assess content rather than style and spelling in the examinations
Written legibility check	At the end of written paper-based exams, make sure that the student's answers are legible. If necessary, ask for clarifications of non-legible handwriting

«Focus on Formulary and Concept maps»

You may use a **Formulary** during an exam **only if it has been approved in advance by the professor**. Remember to use the online procedure to submit it for review and approval **well before the exam date**

Concept Maps are highly personal study tools.

Remember to discuss them with your professor while preparing them. This is the only way you'll be able to study from a repertoire that's useful for the exam as well, one that's been **agreed upon and shared in advance.**

The maps must also be approved, either **in person or via email**

Professors must receive the formulary and/or maps no later than 10 days before the scheduled exam date; otherwise, they cannot be used during the exam.

On the Inclusive Teaching website, you can find information about all the services provided by the SAFE Hub.
Explore the website and discover the resources available **to help you make the most of this new academic journey!**

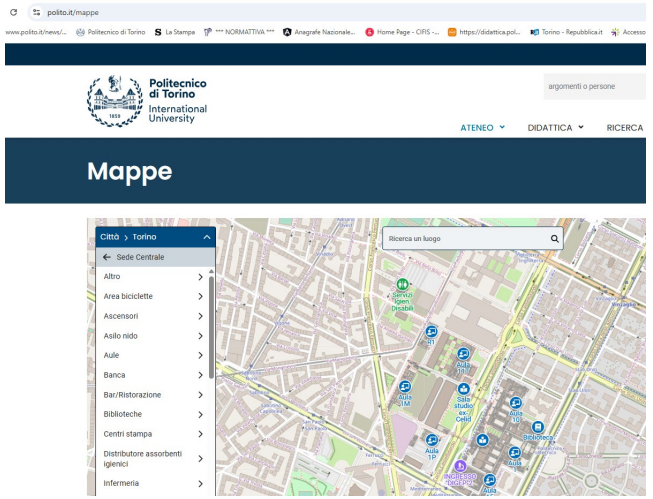
For any questions, further information, or support, contact the **SAFE Hub through the ticketing system** using the topic **«Disability/SpLD/SEN».**

You can **book an appointment with staff members, visit the facilities**, **access the Counselling service for students with disabilities and SpLD**, discover the materials available for loan and much more.

SAFE Hub (Services for Accessibility and Educational Usability)

Main Campus, C.so Duca degli Abruzzi 24, Torino

Ground Floor, Odd-Classroom Corridor, next to the infirmary:

Study Room (for individual study or sessions with a tutor), **Rest Room, PC Room, Counselling Service**, …

Find us on the campus maps!