

## CIT Disability Support Service information for SOLAS apprentices 2018/19

If you have a learning difference (dyslexia), health condition or disability and you require support for your studies – especially exams, you should register with the CIT Disability Support Service (DSS). **This includes apprentices who were registered with us before.**

### **HOW DO I REGISTER FOR DSS SUPPORTS?**

- 1) **Fill out the online DSS registration form** at [www.cit.ie/dss](http://www.cit.ie/dss) (Make sure to tick that you are an Apprentice, fill out all the information, and click Submit).
- 2) **Email or hand in documents to the DSS** (based in the Access Service, ground floor Student Centre - open 8.30am-4.30pm).
- If you received DSS supports in CIT previously** – please just fill out the online DSS registration form by the dates below. There is no need to give us documents again.
- 3) Attend a **short needs assessment meeting** with the DSS staff.

Repeating students who are not attending classes should register and email the DSS as soon as possible if they are seeking exam supports by the deadlines below – [dss@cit.ie](mailto:dss@cit.ie)

### **Registration deadlines**

**You must register fully with the DSS before the deadlines below in order to receive your exam supports.** If you register after these deadlines, not all supports may be available.

SOLAS Apprentice block	DSS registration deadline for exams
September – December 2018	Friday 19 October 2018
January – March 2019	Friday 1 February 2019
April – June 2019	Friday 26 April 2019

### **Documentation needed**

You will need to give the DSS a copy of a report/documents which has a diagnosis/evidence of your learning difference (dyslexia), health condition or disability:

- **Dyslexia – Educational psychologist report** / a letter from your school/college giving details of a history of support/ State Examinations Commission letter stating exam supports.
- **Medical conditions/Disability - Consultant's report** / a letter from a GP/ health professional with full details of the condition.

If you were registered with CIT DSS in the past you do not need to give us another set of documents unless your circumstances have changed.

### **Needs Assessment**

Once you have attended a short needs assessment meeting with the DSS, you are fully registered for supports. You will be emailed your needs assessment document.

- **You can use this document to request extra time in your written exams and inform your lecturers if you wish.**
- With your permission we will also send your details to Mary O'Sullivan in the CIT Examination Office, who arranges exams supports for DSS apprentices.

## WHAT DSS SUPPORTS ARE AVAILABLE?

The **DSS Student Guide** has details of the different supports available to students registered with the DSS – [www.mycit.ie/dsstudentguide](http://www.mycit.ie/dsstudentguide)

**Laura Coleman and Ruth Murphy work in the Disability Support Service** and will meet you for your needs assessment.

They are based in the Access Service, ground floor Student Centre (8.30am-4.30pm).

Email: [dss@cit.ie](mailto:dss@cit.ie) Tel: 021 433 5107/ 5137 [www.cit.ie/dss](http://www.cit.ie/dss)



### **DSS Learning Support**

Fiona Downey, Learning Support Coordinator, is available for study skills support – this will be covered in your needs assessment.

Fiona is based in DSS Assistive Technology Service: [fiona.downey@cit.ie](mailto:fiona.downey@cit.ie)

### **DSS Assistive Technology**

The Assistive Technology Service computer lab (beside the Bank of Ireland in the Student Centre) is available to DSS students only. This lab is only available to registered DSS students and you use your CIT student card to access this.

Mark Burleigh, Assistive Technology officer, provides training in reading software, etc., if needed: [Mark.burleigh@cit.ie](mailto:Mark.burleigh@cit.ie)

### **DSS Exam supports**

**Mary O'Sullivan, Disability Administrator in the Examinations Office, arranges the exam supports for DSS apprentices.** She is based in the Melbourne Building, CIT.

Tel. 021 433 5090 E-mail: [examsdss@cit.ie](mailto:examsdss@cit.ie)

- Your needs assessment document lists your exam supports - these generally apply to **written exams**. Please speak to your lecturers if you require any additional time in any **practical exams**.
- Students who require a **reader** may need to share this with other students doing the same exams in a smaller room. Students doing drawing exams will take their exams in the main hall with access to a reader due to access to equipment.
- Students with **extra time only** sit their exams in the main exam hall with their class or in the computer lab with their class (for online exams). Check with the Exams Office about any supports for **online exams** outside of extra time.
- There is no waiver for **spelling and grammar** but you can refer lecturers to marking guidelines if needed – there is a link to this on your needs assessment.

## **QUESTIONS?**

Your lecturers and head of department are best placed to speak to first if you are having a problem with your course. For DSS queries please email: [dss@cit.ie](mailto:dss@cit.ie)