

From: Freedom of Information

Sent: 11 August 2020 15:37

To:

Subject: Freedom of Information Response (Our Ref: K/20/269)

Dear

Freedom of Information Response (Our Ref: K/20/269)

Thank you for your Freedom of Information (FOI) request dated 18 July 2020, reference K/20/269.

Your request read:

“As your institution went into COVID lockdown and subsequently, what advice did it give its academics regarding the way they should modify:

1. Course content for online delivery for:
 - a. Students in general?
 - b. Visually impaired students?
 - c. Auditorily impaired students?
 - d. Students with specific learning difficulties/difference (SpLDs)?
2. Examination content and administration for online delivery for:
 - a. Students in general?
 - b. Visually impaired students?
 - c. Auditorily impaired students?
 - d. Students with specific learning difficulties/difference (SpLDs)?

Guidance:

- a. ‘Course content’ covers materials which might, except for the COVID lockdown, have been delivered via any ‘in presence’ activity, eg lecture, seminar, lab, directed learning, placement, field trip etc. ‘Examinations’ could be summative or formative. ‘Examination content’ could refer to the nature of the questions, ‘Examination Administration’ could relate, for example, to location, method (eg summative became formative, 3 hour fixed duration in an exam room became 24 hour open book), duration or similar.
- b. If no new advice was given, please reply **No New Advice Given** against the appropriate student category and provide a description or copy of the prior advice.
- c. If neither prior nor COVID lockdown advice for online delivery was given, please reply **No Advice Given** against the appropriate student category.”

The University of Leeds holds this information.

This information is published on our webpages. We have published “[Teaching and learning online](#)” updates, with specific guidance on “[Supporting disabled students with online learning](#)”, and copies of our [Staff Communications](#) on our [coronavirus mini-site](#).

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds