

Tips for UCD Students-Blind or vision impaired

Managing third level effectively with any disability involves using support services and tools available. It is also very important that each student **takes responsibility for their own academic career at UCD.**

The aim of UCD Access & Lifelong Learning (ALL) is to empower all students receiving Disability Support to **become independent learners** so they can develop the skills expected of successful graduates entering the workplace. The following guidelines are designed to support students in achieving that goal.

Communication

- UCD encourages any student with visual impairment to **communicate with UCD ALL** so you can receive the necessary support to manage your student role.
- You will be required to provide appropriate [Evidence of Disability](#) and attend a **Needs Assessment**, where the appropriate classroom and exam accommodations will be discussed.
- After completing the Needs Assessment, you will be provided with a **Certificate of Disability Support** which outlines the supports you are availing of in UCD. You are encouraged to send this **certificate to your module coordinators/lecturers** to inform them about necessary in-class support and to request exam support for end-of-trimester exams, in-class tests or locally arranged exams.
- You have the option to put **'Visual Impairment Awareness'** on your certificate as a way of disclosing to the module coordinators/lecturers if you would find this helpful.

Exam Support

- The **support available for end-of-trimester exams** will be discussed during the Needs Assessment. For in-class tests and local exams, you must request your exam support from **module coordinators/lecturers** directly.
- The support is based on **national guidelines**. Hence, certain support may not be appropriate for everyone with visual impairment. Examples of exam supports include:

10 minutes
extra time per
hour

Alternate exam
location

Assistive Technology

- Assistive Technology is software and/or devices which can help you manage your day-to-day tasks in UCD. Assistive Technology is usually discussed at the Needs Assessment.

Example of Assistive Technology

Technology	Description
Recording Tools	Specialised computer software which allows you to take notes and record audio in the same place. You can use colour code material and upload PowerPoint slides.
Voice Recognition Software	Software can be used to dictate essays or assignments. As you speak, text appears on the screen. This can also be used with a handheld Dictaphone. Dictation features can be found in both Google Docs and Microsoft Word .
PC with JAWS	JAWS is a computer screen reader programme that allows blind and visually impaired users to read the screen with a text-to-speech output. Laptops with JAWS can be arranged for exam purposes by ALL however requests need to be made as far in advance as possible.
PC with Zoom Text	Students with visual impairment may benefit from being able to magnify their learning resources or exam papers. ZoomText is a magnification software with options for text-to-speech output which can be made available to students for general class use or as an exam accommodation.
Download Notes in an Alternative Format	You may wish to study your notes using an alternative format (e.g. PDF, audio file, HTML etc). You can download files from Brightspace in an alternative format using Brightspace Ally . You can also convert files into an alternative format using SensusAccess .

‘ALL Student Supports’ Brightspace Module

- UCD ALL hosts a range of resources on the Brightspace module called ‘**ALL Student Supports**’. This module is available to all UCD Students. Resources include **interactive academic skills & wellbeing workshops** as well as **resources for managing online learning**.
- UCD ALL hosts in person **Academic Skills & Wellbeing workshops** to help students learn the necessary skills to succeed in UCD.
- Examples of workshop topics include notetaking, stress management, avoiding procrastination,



time management, digital skills, group work, mind mapping, writing & researching and self-care.

Alternative Format

- This accommodation is provided for students who may require their learning materials in an alternative format to printed materials.
- UCD works with the [Vision Ireland](#) to provide materials in an alternative format.
- Once you have your module list and Certificate of Disability support, it is a good idea to contact your module coordinators/lecturers to request reading lists for your classes. This will allow you to check what formats the materials are available in and to seek out the necessary support to arrange accessible copies if required.
- [SensusAccess](#) is available to all UCD students and staff to convert file formats and if you need assistance with creating accessible documents please contact disability@ucd.ie.
- [Brightspace Ally](#) is built into the college virtual learning environment and allows students to download learning materials in their preferred format including MP3 audio, HTML, and Braille Ready Files.
- [Vision Ireland Bookshare](#) is available to students with print disabilities and houses many titles in accessible formats e.g Audio, Braille Ready Files, DAISY books, PDF and Word. Students are advised to contact Access & Lifelong Learning for information on this resource.

Campus Accommodation for students with Physical or Sensory Disabilities

- UCD Residences make a limited number of accessible rooms available for students who have a physical and/or sensory disability who require the adapted features of the room or who would find it difficult to commute to college.
- Students requiring an accessible room should apply for a room through [UCD Residences](#).

Use of a Personal Assistant

- Some students with a sensory disability such as visual impairment may require the use of a Personal Assistant (PA).
- PAs assist students with **academic life** only (e.g. taking notes in class or travelling between classes with students). PAs will not contribute to the class unless they are **assisting the student to make their contribution**. The PA may take notes for students and assist them when travelling between classes.

Support Services available to all UCD Students

Service	Purpose
<u>Writing Centre</u>	Free 1:1 support and workshops for academic writing.
<u>Maths Support Centre</u>	Free 1:1 and small group support in Level 0, 1, and 2 Maths modules in any programme.
<u>Student Counselling Service</u>	Free and confidential service staffed by professionally qualified psychologists and counsellors to help students deal with personal issues affecting happiness, well-being, relationships, capacity to cope or learning.
<u>Programme Office</u>	Support for queries relating to your programme.
<u>Student Adviser</u>	Support for academic, social, personal or financial issues you may have during your course.

Useful Online Resources

- [UCD Disability Support](#)
- [Managing College and Life](#)
- [Vision Ireland Bookshare](#)
- [AHEAD](#)

Please contact disability@ucd.ie at any time if you have questions!