Providing supporting evidence for your AERs – student's guide

In order to request Additional Exam Recommendations (AERs) you will need to provide supporting evidence to studenthub@soton.ac.uk. You need to provide evidence before the deadline for the next exam period, if applicable – deadlines can be found on the University website.

 This evidence must be from an appropriate professional (such as a GP) and should include:

Evidence of your diagnosis or working diagnosis

and it would be beneficial to include

How your diagnosis impacts your daily life (for example your symptoms)

Accepted supporting evidence for AERs

Below is a non-exhaustive list of routinely accepted evidence for AERs. There is a table at the end of this document with further guidance on what the document should include.

- Letter or email from one of the following:
  - GP
  - Consultant
  - Psychiatrist
  - Psychologist
  - Mental health professional (e.g. IAPT)

- Medical specialist (eg Dietician)
- Counselling service
- Diagnostic Assessment (Pre-16 or Post 16)
- Evaluation of Need (EoN)
- JCQ9
- JCQ8 (For Interim AERs only)
- Needs Assessment Report (NAR) (Disabled Students Allowance)
- Medical Request Form from GP
- Screenshot from student's GP Portal/NHS App
- Summary Care Record
- Letter/email from school or college confirming reasonable adjustments (in addition to medical evidence)
- Support Plan/letter from previous university outlining reasonable adjustments (in addition to medical evidence)
- Education Health Care Plan (EHCP) (For interim AERs only)
- Discharge letter from hospital/A&E (temporary injuries and emergency AERs)

Interim AERs

There are some forms of evidence we may be able to accept for **interim AERs** – these are temporary AERs for up to two semesters only. You will need another form of evidence from the list in order to receive permanent AERs.

Emergency AERs

If you have a temporary injury (such as a broken arm), we may be able to put emergency temporary AERs in place. You will need to provide evidence of your injury from a professional, such as a GP or a letter from the hospital.

Type of medical evidence	Content	Format
Diagnostic Assessment (Pre-16 or Post 16 years of age)	- Student name - Diagnosis - Details of the assessments carried out - Recommendations of support	- Assessments must be carried out by a specialist teacher/assessor with a current Assessing Practising Certificate (APC) or psychologists registered with the Health and Care Professional Council (HCPC). - Format not important – could be PDF, Word etc.
JCQ8 **(For Interim AERs)**	To include: - Student name - College/School name - Details of reasonable adjustments/support student received (e.g. additional time, use of word processor) May also include: - Diagnosis - Supporting tests/assessments	- Carried out by qualified professional (e.g. school SENCo/exams access assessor) - Format in JCQ8 form but could be Word or PDF etc.

Type of medical evidence	Content	Format
Needs Assessment Report (NAR) (Disabled Students Allowance)	• Student name • Diagnosis/Disability • Recommendations of support	• NAR carried out by an accredited assessment centre. • Format not important – could be PDF, Word etc.
Letter from: • **GP** • **Consultant** • **Psychiatrist** • **Psychologist** • **Mental health professional (e.g. IAPT)** • **Counselling Service**	• Student name To include one or more of the following: • Diagnosis • Symptoms/impact on daily life • Treatment plan **NOT** just an appointment confirmation letter	• Letter should be on headed paper (e.g. GP Surgery, NHS, Private Practice). • Letter should have a robust email signatory (e.g. qualified professional or Coordinator linked to service) • Format not important – could be PDF, Word etc.
JCQ Form 9 (JCQ9)	• Student name. • Confirmation of diagnosis. • Confirmation of exam arrangements at school/college.	• The JCQ9 form is used for exam arrangements during school/college. • Used by Special Educational Needs Coordinators (SENCOs) for pupils with a physical disability, sensory impairment or medical condition such as ADHD, autism and mental health conditions. • JCQ9 forms can be obtained by contacting your previous school/college.

Medical Request Form from GP	• Student name To include one or more of the following: • Diagnosis • Symptoms/impact on daily life • Treatment plan	Medical Request form is GP owned; should indicate it is from a GP surgery but formats may vary.

Type of medical evidence	Content	Format
Emails from: • **GPs** • **Therapists** • **Mental health professionals** • **Consultants**	• Student name To include one or more of the following: • Diagnosis • Symptoms/impact on daily life • Treatment plan	Email needs to be received from the originator (e.g. the health professional using an NHS email address) Can be reviewed case-by-case if required.
Screenshot from student's GP Portal/NHS App	• Student name To include one or more of the following: • Diagnosis • Symptoms/impact on daily life • Treatment plan	Screen shot should include: • Student name • Student DOB (if possible) • NHS Number (if possible) • Be identifiable as a screen shot from a GP portal/NHS App.
Letter/email from school or college confirming reasonable adjustments **(For interim AERs)**	To include: • Student Name • College/School name • Details of reasonable adjustments/support student received May also include: • Diagnosis • Supporting tests/assessments	• Letter should be on headed paper (e.g. College/school). • Letter should have a robust email signatory (e.g. qualified teacher/SENCo) • Format not important – could be PDF, Word etc. • May be in the form of a JCQ8 • Email needs to be received from the originator (e.g. the college using a staff account)
Support Plan/letter from previous university outlining	To include: • Student Name • University name	• Support plan/letter should be on headed paper (e.g. University). • Format not important – could be PDF, Word etc.

Type of medical evidence	Content	Format
reasonable adjustments.	• Details of reasonable adjustments/support student received May also include: • Diagnosis • Supporting tests/assessments	
Education Health Care Plan (EHCP) (For interim AERs)	• Student name To include one or more of the following: • Diagnosis/Special Educational Need • Reasonable adjustments/Support plan/special education provision • Name of the school/institution	• An EHCP should contain several sections (A-K). • The format of an EHCP varies depending on the Local Authority. • They are robust and detailed documents
Discharge letter from hospital/A&E (for temporary injuries and emergency AERs)	• Student name To include one or more of the following: • Injury/diagnosis • Treatment plan • Impact on daily life Add – Not a cast and generic leaflet	• Letter should be on headed paper (e.g. GP Surgery, NHS, Private Practice). • Letter should have a robust email signatory (e.g. qualified professional or Coordinator linked to service) • Format not important – could be PDF, Word etc.