

**Guidelines for academic staff working with a note-taker**

Note-taking accommodations are determined on a case-by case basis by Disability & Dyslexia Service advisors.

Note-taking is not a replacement for attendance. All students are bound by the same attendance policy; those with note-taking support are required to inform their note-taker if they are going to miss a session. DDS will decide whether notes should be shared with the student in lieu of absence.

ESSENTIAL:

* Communicate any room changes, timetable changes or cancellations via Moodle to ensure the note-taker is made aware.
* Provide all session content and PowerPoints, in advance, via Moodle to ensure that the note-taker can access prior to the session.
* The note-taker may work manually or digitally (direct to laptop) – they should be provided with a table and chair and access to a power point, in accordance with the student’s advice for position in the room.

FURTHER CONSIDERATIONS:

* Students requiring a note-taker may not wish to be identified as having this support.
* Students may choose to sit away from the note-taker. The note-taker will position themselves in the room as advised by the student.

Please raise any queries or concerns relating to note-takers, in the first instance, with Clare Marczak, Student Wellbeing and Disability and Dyslexia Service Manager, [c.marczak@chi.ac.uk](mailto:c.marczak@chi.ac.uk), ext 6366