



## Guidelines on submitting our Disability, Specific Learning Difficulty and long-term illness form

### Why do we need this form?

The information you provide in this form allows us to do the following:

- Ensure any appropriate adjustments are made to your pre-interview preparation and remote interviews
- Ensure any appropriate adjustments are made to your remote at-interview assessments
- Ensure we have made your interviewers aware of anything they need to know for the proper running of your remote interviews

Please be reassured that the information you disclose will be treated in the strictest confidence and only shared on a 'need to know' basis, so that we can carry out our admissions process in the fairest and most appropriate way.

***Please remember that all pre-interview assessments are administered by Cambridge Assessment, rather than Lucy Cavendish College. You must register by 30<sup>th</sup> September at the latest if you wish to have adjustments made to your pre-interview assessment***

### Who needs to submit this form?

Every applicant who has declared a disability, Specific Learning Difficulty or long-term illness of any kind (mental or physical) on their UCAS form. Even if you do not require any adjustments **we must still see the form**, as it is just as important that we know we do not need to put anything in place.

Please note that submitting an Extenuating Circumstances (ECF) form does **not** mean we do not need to see the Disability, Specific Learning Difficulty and long-term illness form. The ECF allows us to more fully understand the context again which admissions decisions can be made, whilst the Disability, Specific Learning Difficulty and long-term illness form provides us with the information to make specific adjustments to pre-interview assessments and interviews (eg. Extra time, enlarged font, rest breaks and so forth).

**If you did not disclose a disability, Specific Learning Difficulty or long-term illness in your UCAS form but usually have adjustments in your exams in school/college, then please email us on [admissions@lucy.cam.ac.uk](mailto:admissions@lucy.cam.ac.uk) by 22 October.**

### How do I send you the form?

Please send the form as to [admissionsdocuments@lucy.cam.ac.uk](mailto:admissionsdocuments@lucy.cam.ac.uk) one PDF named as follows:

Your name (exactly as you wrote it on your UCAS form, with family name in CAPITALS- the course you applied for- your UCAS number-adjustments form

Eg. BLOGGS, Joseph- Natural Sciences (Physical)- 12345679-adjustment form

**You also need to send us evidence of the additional need and adjustment required, such as a letter from your school. Please combine this evidence with the above letter and send it as one single PDF.**