







## **Examination support**

It is not the responsibility of Disability Services to organise and pay for examination support for students. If you receive a request from a student or their School, be aware that you will need to liaise with the School's Administrator for arrangements to be put in place and for reimbursement.

## **Work during holiday periods**

Mentors and Learner Support Workers will be allocated a certain number of hours each week during term time to each student. It is not expected that the hours will be extended, or support given during holiday periods without the agreement of the Co-ordinator.

## **Queries/Problems**

If you have queries or problems regarding a student or your role as a Support Worker, you should contact the Co-ordinator *as soon as possible*.