DCU Disability Support Service

Policy on Note-Taking

Introduction

DCU Disability & Learning Support Service (DLSS) coordinates a note-taking service for students whose documented disabilities impact on their abilities to take notes.

Note-taker assistance is intended for a student's personal study use only and is not to be shared with other students. This service is provided as a necessary academic reasonable accommodation and is not considered a substitute for a student's full participation in each class/lecture.

Procedure for availing of Note-taking Service

- Prior to the start of the new semester or within the first two weeks, students requiring note-taking assistance must meet with a representative of the DLSS and provide appropriate documentation to be considered for this accommodation.

- If the student is approved for this service, the student will supply the DLSS with a lecture timetable for which notes are being requested.

- Once a notetaker has been assigned, an e-mail notification will be sent to the student. Students are reminded that they are responsible for notifying the DLSS immediately if notes are not received in a timely manner or if any concerns regarding the notes arise.

- Students will receive notes directly from the notetaker by email.

Student Responsibilities

- Students are responsible for notifying the Disability & Learning Support Service (DLSS) of their timetable within the first week of the semester. Students must notify the DLSS of lecture changes and other difficulties occurring during the semester.
• Students are responsible for contacting the DLSS as soon as possible if:
  
  • If lecturer notes are available on Moodle and you no longer need a notetaker.
  
  • You make changes to your lecture/ tutorial schedule.
  
  • You have not received notification that a notetaker has been assigned.
  
  • You have concerns arise regarding your notes.
  
  **NOTE:** Student must notify Note takers of changes and cancelations of Lecturers in a reasonable time
  
  **DLSS Responsibilities**
  
  • A designated member of DLSS is responsibility for meeting the student seeking to avail of the note-taking service, reviewing appropriate documentation and assigning a notetaker.
  
  • Once DLSS receives the lecture timetable from the student, we will identify a suitable note-taker and provide appropriate training. Notetakers where possible will be peer notetakers
  
  • The note-taker is responsible for ensuring that the student is receiving notes in a timely manner and for resolving any issues that arise during the academic year in conjunction with DLSS.
  
  **School/ Colleges Responsibilities**
  
  • Maintain the confidentiality of the student's identity by not revealing his/her name or directly communicating with the notetaker.
  
  • If a note-taker is not found, assist the DLSS in identifying other alternatives.
  
  • Notify the DLSS if notes are available online or are made available to all students in the class