



Advice guide 10: SpLD Cover Slips

What is a SpLD Cover Slip for?

A SpLD Cover Slip can be attached by a student to work they submit for assessment, including assignments and exam papers, in order to remind the marker of their difficulties. This will enable the marker to consider whether a reasonable adjustment can be made; for example, whether they can ignore structural flaws/spelling/grammar/punctuation errors unless accuracy is of vital importance to the subject, i.e. it is considered to be a competence standard.

How to use a SpLD

Before submitting a SpLD Cover Slip, a student must select an option regarding how they would like to receive feedback on their assessed work. The options are:

1. SpLD Cover Slip with “YES” for feedback ticked:

This lets the marker know that a student is still happy to receive feedback on their spelling, punctuation, grammar and sentence structure (if the marker would usually give feedback to students about these elements). This feedback, where given, is designed to support students' skill-development and will be presented in a positive, constructive and sensitive manner.

2. SpLD Cover Slip with “NO” for feedback ticked:

This will let the marker know not to give a student feedback on their spelling, punctuation grammar or sentence structure. This is useful if a student is not actively engaged in skills development or if they feel that receiving feedback, no matter how constructive and sensitive, may impact negatively on their sense of achievement.

It is a student's responsibility to submit a SpLD Cover Slip with their work

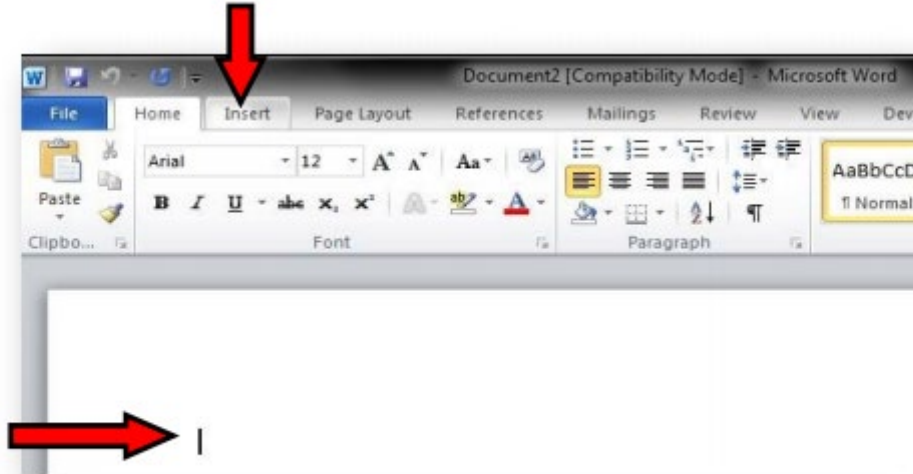
Markers will only mark assignments and exams according to the 'Guidelines for marking the work of students with dyslexia' when a student has attached a SpLD Cover Slip to their work.

Using your SpLD slip when submitting work online: (copying it into a word Document).

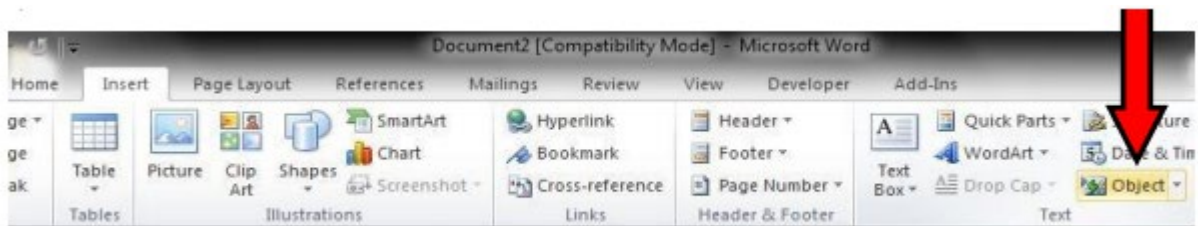
First, save your SpLD Cover Slip to a location on your computer or usb storage device.

1. Click to move your cursor to the very start of your Word Document
2. Click on the “Insert” tab at the top of Word.

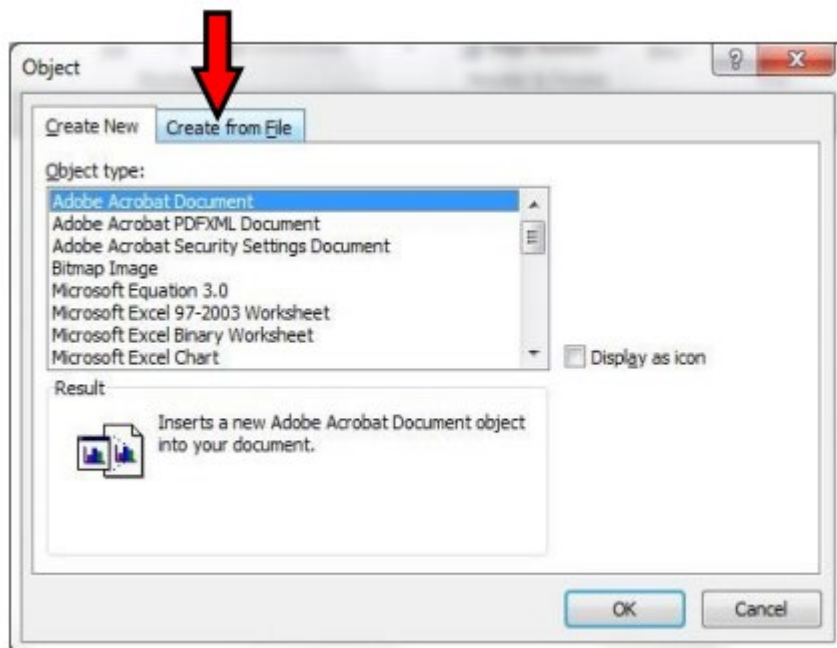




3. Then select “Object” from the toolbar at the top



4. Click on the “Create from file” tab



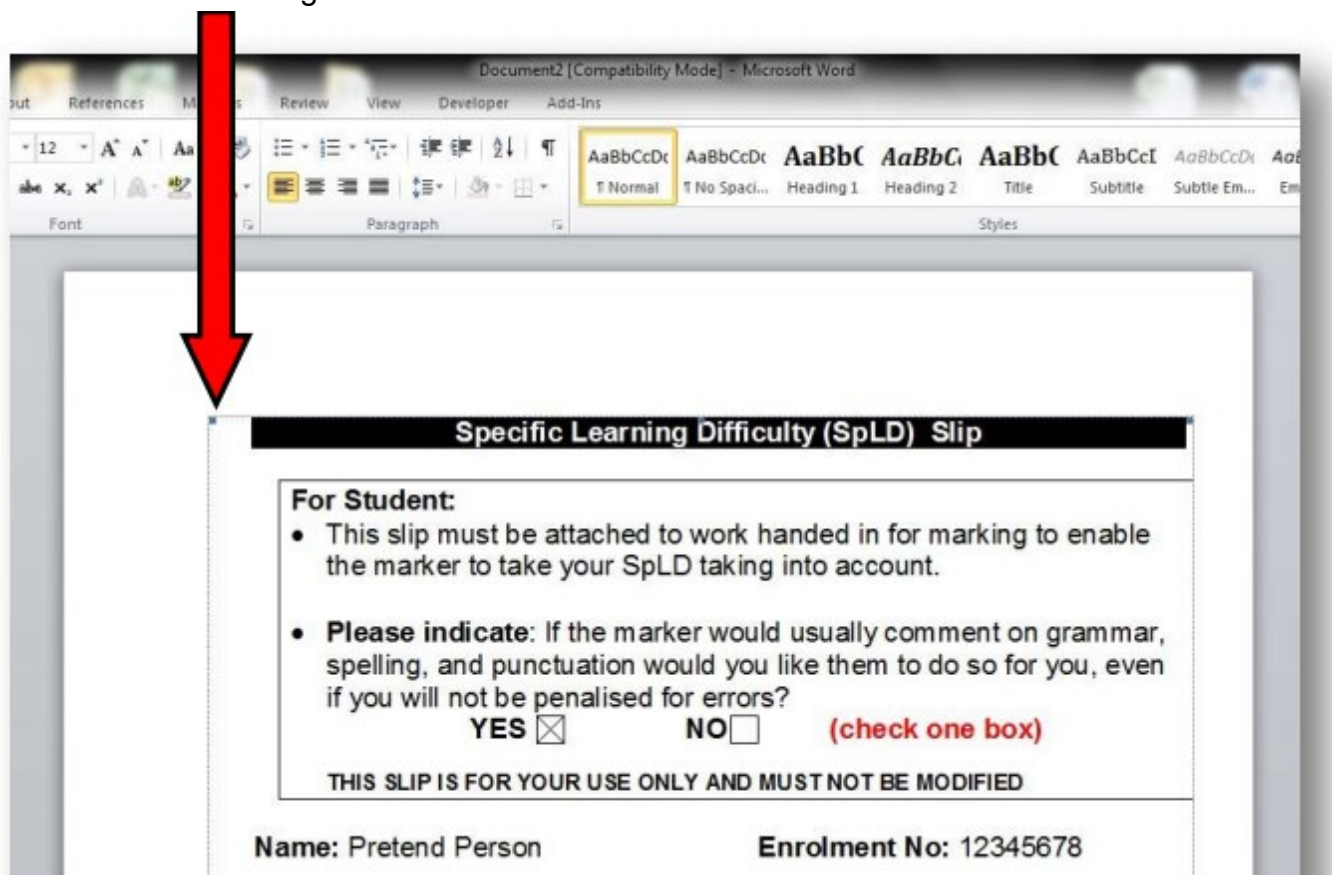
5. Click on the “Browse” button





6. Go to the location/ folder where your SpLD Cover Slip is saved, select the file, and then press “Okay” 7)

7. Once inserted you can adjust the size and position of the SpLD Cover Slip on the page by clicking on the corner of the image:



For more information

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