

Disability Service Support Workers' Scheme



Meeting Your Notetaking Needs

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**This leaflet is available in
accessible formats**

Why have I been given a Notetaker?

- A recommendation was made in your Disabled Student Allowance (DSA) report for a Notetaker to assist you in your studies.

What is their role?

- Your Notetaker supplies you with detailed, neat and legible notes to supplement the content of online PowerPoint slides or handouts.
- They may be working for more than one student in that class.

Who will my Notetaker be?

- Notetakers are generally graduates or postgraduate students, who have undergone Notetaker training.
- Students and Notetakers are matched according to subject area and time-slot availability. It may be necessary for you to have more than one Notetaker.

How will I make contact with them?

- You will be given their email address and digital portrait. They will be given your university email address and library card photo, unless you request us not to.

- Let the coordinator know if your library card photo and mobile number can also be passed on.
- Introduce yourself in the first class. This will be easier if they have seen your photo.

Do I sit with them?

- That is up to you. Let your Notetaker know your preference.

In which classes will my Notetaker be present?

- Typically only in lectures. You will only have Notetaking in seminars or tutorials if this has been specifically recommended in your DSA report, or by a Disability Adviser.

Will my lecturer know that I have a Notetaker?

- Their class list indicates 'reasonable adjustments' such as notetaking. The Notetaker may need to tell the lecturer their role but they will not mention which student they are working for. You may wish to introduce your Notetaker to the lecturer – this is your choice.



The Frank Buttle Trust

In what format will I get the notes?

- Unless typed notes are recommended in your DSA assessment you will get handwritten notes, which may be photocopied if two students share a Notetaker.

How soon should I get my notes?

- If notes are handwritten you may get them immediately. If photocopied, you will need to arrange to get them in the next lecture (or to collect them from a pigeonhole). If typed, they should arrive to your email account within 24 hours.

What if I don't like the layout or style of notetaking?

- Provide feedback to your Notetaker, so they can better suit the notes to your requirements.
- If the problem persists inform the Coordinator.

What if I can't attend a class?

- Contact your Notetaker and the Coordinator at least 24 hours before the session.

Will my Notetaker be informed of lecture changes by my academic school?

- No. Only you have access to Blackboard and the emails sent by your School. You will need to pass this information on to your Notetaker and the Coordinator.

Can I share the notes with my classmates?

- No. You have an assessed need for these notes. If you pass them on to classmates this will compromise the Scheme.

What if the notes are delayed or unsatisfactory?

- Provide immediate feedback to your Notetaker, as they may be able to remedy the problem.
- If this doesn't work, inform the Coordinator who will try to deal with the problem.

How will my Notetaker be paid?

- Notetakers are employed through Randstad Student Support.
- You must approve the electronic time-sheets to confirm that you have received the notes. If you do not approve the work, the Notetaker will not be paid. The scheme is funded through the DSA. If you share a Notetaker the cost will be split between DSA allowances.

You must confirm that you have received the Guidelines document which relates to the Support Worker Scheme and that you agree to adhere to the guidelines.

For more information visit

<http://www.bangor.ac.uk/studentservices/disability/index.php.en>