

# Guidelines on Special Examination Arrangements and Supports

Special examination arrangements and supports apply when any change from the normal examination processes and procedures are proposed. These include, but are not limited to:

- change in the date
- change in time
- change in venue
- additional time
- smaller venue
- rest breaks

Please refer to **Annex 1** for an overview of typical Special Examination Arrangements and Supports.

Special Examination Arrangements and Support are generally considered in the following instances:

## **Short-term Impairments:**

Students who acquire a short-term injury or condition (but do not have an underlying disability) should advise their School Office, as soon as is practicable, to enable special examination arrangements to be considered. Medical evidence should be provided where possible. (eg GP or hospital letter)

School staff should communicate these using the **Special Examination Arrangements and Support Form (Temporary/Short-term Injury)** (*Annex 2*).

Student Disability & Wellbeing Service will review the student's entitlement to special examinations arrangements. (Any queries will be discussed with the School). Recommendations will then be forwarded to the Examinations Office who will, as far as reasonably possible, implement these arrangements and communicate to the student.

## **Disability and Long-term Conditions:**

Students with disabilities and long-term conditions who are not already registered with [Disability Services](#) should be directed to make an appointment with the service, as soon as possible, for an assessment of their study needs to be undertaken, including those related to examinations.

Disability Services operate a cut-off date every academic year that is published on the [website](#), prior to the main examination period. Unfortunately, exam supports for students who register with the service after this date cannot be guaranteed.

Occasionally students may be unable to undertake an examination due to disability-related reasons. Students who have "[Flexibility for Examinations](#)" clearly stated in their ISSA should notify their School Office as far in advance as reasonably practical, that they are unable to sit. Where possible, arrangements should be put in place for the student to sit the exam at the next available opportunity without penalty. In some cases, the School may consider an Alternative form of Assessment.

Please refer to the [Disability Code of Practice](#) for further information on the full range of supports available through Disability Services.

## **Elite, Academy and Sports Bursary Athletes:**

If students require special arrangements to be made under the [Elite, Academy and Sports Bursary Athletes: Guidelines for Academic Flexibility](#), it is their responsibility to bring this to the attention of the University at as early a date as possible.

## **Please note:**

- In some circumstances, the University reserves the right to make a charge to the student to cover any additional expenses that may be incurred as a result of implementing special examination arrangements.
- Infectious or contagious illnesses cannot be accommodated under special examination arrangements and supports, due to the potential spread of illness. Students should be advised to refer to the 'Fit to Sit Rule', detailed in the University's General Regulations.

Queen's University is committed to ensuring that its examination system is designed, as far as possible, to meet the individual requirements of students with disabilities. We will endeavour to ensure that our examination procedures are effective in assessing the knowledge and abilities of such students, while at the same time, ensuring the maintenance of academic standards.

There are a number of **Special Examination Accommodations and Supports** recommended to students. These include:

Examination Accommodations and Supports	Options	Rationale
Change of Venue	Main Green Room	Some students may need to complete their examination in an alternative venue for reasons relating to their disability.
	Small venue (2-10 people)	
	Cubicle (2-10 booths)	
	Individual Room	
Use of PC	Room with PC (max 40 people)	A PC may be the most effective means of completing an assessment by examination for some students.
	Small venue with PC (2-10 people)	Some students may need to complete their examination in a smaller venue with PC availability.
	Individual room with PC	An individual room will be required where there is an exam scribe/audio typist/reader/ prompter or Assistive Technology such as; Dragon or JAWS
Additional Time	10%	The amount of additional time will be determined based on individual requirements e.g. <ul style="list-style-type: none"> <li>- Slower processing speed</li> <li>- Disability worsens due to stress</li> <li>- Communication affected because students tires easily or has limited strength or reduced mobility / dexterity</li> <li>- Student experiences pain and/or muscular spasm</li> <li>- Slower reading speed</li> <li>- Concentration or attention compromised</li> <li>- Student with speech difficulties is taking an oral exam</li> </ul>
	25%	
	33%	
	50%	
	100%	
Rest Breaks	Up to 15 minutes per hour	Supervised rest breaks may be granted as appropriate. Some students may require medical or other treatment during an examination. If an examination is interrupted for such reasons, the duration of the break will not be deducted from the time allowed to complete the examination paper.
Toilet facilities	Toilet close to venue	Dependent on condition, some students may need access to a toilet in close proximity to the exam venue.
Accessible venue	Ramps or level access	Unfortunately, some exam venues are not fully accessible. This may need to be considered during timetabling.
	Lift access	
	Ground Floor	
	Suitable door width	
Ergonomic Supports	Wider desk	It is important that venues are as comfortable as possible for all candidates. Some students may require additional or alternative items of furniture.
	Height adjustable desk	
	Footstool	
	Back support	
	Writing slope	
	Document holder	
	Footrest	
	Office style chair with arms	
Office style chair no arms		
Academic Considerations	Consideration for Spelling	In some instances, a student may require marking considerations.
	Consideration for Grammar	

	Consideration for Handwriting	<i>Please Note: There is specific <a href="#">Guidance on marking the work of students with dyslexia</a></i>
Assistive Technology and Software	Dragon	Some students avail of AT. If a student chooses to use AT or software it is their responsibility to ensure they are proficient in the use of their chosen tool.
	JAWS	
	Exam reader pen	
	Zoomtext	
	Noise cancelling / reducing headphones	
	Magnifiers	
	Colour overlays	
Timing	Split Papers	Alternative timing and scheduling of exams may be needed for some students.
	Flexible Scheduling	
Format	Paper in different font	Depending on a candidate's disability, an examination paper may need to be produced in an alternative format.
	Paper in different colour (background and text)	
	Electronic /modified paper	
	Alternative Form of Assessment (assignment / presentation etc)	
1:1 Support*	Exam Prompter	Support Providers will carry out practical tasks for a candidate whose disability prevents them from doing so themselves. Support Providers are not permitted to give factual information or advise the candidate on how to structure responses
	Exam Prompter/Reader	
	Exam Reader	
	Exam Scribe	
	Exam Scribe/Reader	
	Exam Scribe/Audio Typist	
	Exam Scribe/Audio Typist/Prompter	
	Exam Scribe/Audio Typist/Reader	
Specialist equipment or support	e.g. Therapy animal, Guide / hearing dog, Students own equipment eg. Blood sugar monitor, magnifier	Due to the nature of some student's disabilities there are specialist, individual supports required.
Other	1:1 announcements	Some students require this support so that they are aware of how much time is remaining in an examination. This support is usually provided by invigilators.

*\*For further information on 1:1 support roles please visit:*

<http://www.qub.ac.uk/directorates/sgc/disability/TheRegisterofSupportProvidersatQueensUniversity/>

*Please Note: Schools will incur the charges for 1:1 support if students are not registered with Disability Services. e.g. temporary impairment.*

#### **NEXT STEPS:**

- **Student must consent to the form being shared with Student Disability and Wellbeing Services, to enable special examination arrangements to be considered.**
- **Complete form (Annex 2) and upload to > Special Exam Arrangements > *within the relevant School Folder* on <https://intranet.qol.qub.ac.uk/directorates/dasa/sw/Student%20Referrals/>**
- **Please note, while the University will endeavour to put appropriate supports in to place, it may not always be possible to accommodate requests due to resource limitations and/or time constraints.**

## Special Examination Arrangements and Support Form (Temporary/Short-term Injury)

1. Details of Staff Member Requesting Special Arrangements for a Student					
Title		Faculty & School			
First name		QUB e-mail			
Surname		Head of School Name			
2. Details of the Student Requiring Special Arrangements					
First name		Course of Study			
Surname		Year of Study (PT or FT)			
Student Number		QUB e-mail			
Date of Birth		Contact number			
Is the student registered with Disability Services?			YES		NO
Has the student consented to their information being shared with Student Disability & Wellbeing?			YES		NO
3. Information to Support Special Arrangements					
Date injury / issue Reported		Medical evidence	YES		NO
4. Details of the injury/condition reported and likely impact on ability to sit examinations:					
5. Detail below any medical evidence produced by the student:					
6. Provide the following information in relation to the examinations to be undertaken					
Exam period (ie month and year)					
Title and date of specific examinations:					
<i>Please list below the recommended arrangements or support (as per Annex 1)</i>					
School agree to incur the charges for 1:1 support if students are not registered with Disability Services.					
Form completion date:					
7. Disability & Wellbeing Approval					
Staff signature		Date			

Staff then upload completed forms to the Student Wellbeing Occupational Health Sharepoint site:  
<https://intranet.qol.qub.ac.uk/directorates/dasa/sw/Student%20Referrals/> > Special Exam Arrangements > relevant School Folder.

Student Disability & Wellbeing will review the student's entitlement to special examinations arrangements. (Any queries will be discussed with the School).

If supports are appropriate, Student Disability & Wellbeing will forward the form to the Exams Office.

>The ability to implement the support will be confirmed to the student by the Exams Office. (If, for any reason supports cannot be implemented, e.g. time, venue restrictions, Exams Office will notify the student, School and Student Disability & Wellbeing).