

Special Examination Arrangements and Support Form (Short-term Impairment)

Part B (to be completed by the staff member)

1. Details of Staff Member Requesting Special Arrangements for a Student					
Title		School			
First name		QUB e-mail			
Surname		Head of School Name			
Has the student consented to their information being shared with Student Disability & Wellbeing if appropriate?			YES		NO
2. Information to Support Special Arrangement					
Date impairment / issue Reported		Supporting evidence	YES		NO
Details of any supporting evidence produced by the student					

3. Support Agreed		
3a. School Based 'in course' Support		
Standard Reasonable Adjustments	Select support required	Period of adjustment
Flexibility with assignment deadlines for the next upcoming assessment		
Permission to record lectures and/or tutorials		
Consideration for handwriting		
No School Based 'in course' Support required		
3b. One to one Support		
Standard Reasonable Adjustments	Select support required	Period of adjustment
Note taker		
Campus Assistant (General)		
<p>To arrange one to one support the School should contact the Queen's Register of Support Providers (nmhregister@qub.ac.uk).</p> <p>School agree to incur the charges for 1:1 support if students are not registered with Disability Services.</p>		
No One to One Support required		

3c. Exam Support

N.B. Exam support required outside of class tests must be shared with the Disability and Wellbeing Service via SharePoint for consideration and approval as noted on completion of this form.

Provide the following information in relation to the examinations to be undertaken

Exam period (ie month and year)	
Title and date of specific examinations:	

Standard Reasonable Adjustments	Select support required	
Rest breaks -Up to 15 minutes per hour		
Extra Exam time- usually 25%		
Change of venue	Green Room	
	Smaller room	
	Individual room (required for exam scribe)	
Use of PC- Laptop		
Bathroom close to venue		
Consideration for handwriting		
Ergonomic Supports	Specialist desk	
	Footstool	
	Back support	
	Writing slope	
	Document holder	
	Specialist chair	
Accessible venue		
Exam Scribe		
<p><i>To arrange one to one support the School should contact the Queen's Register of Support Providers (nmhregister@qub.ac.uk).</i></p> <p><i>School agree to incur the charges for 1:1 support if students are not registered with Disability Services.</i></p>		

No Exam Support required

3d. Library Support

Students can be directed to library staff for help and support to access the library.

[Help and Support | Information Services | Queen's University Belfast \(qub.ac.uk\)](#)

3e. Wellbeing Support

Guidance on how to support students, make referrals and find out about the services offered can be found here: [Information for Staff | Student Centre | Queen's University Belfast \(qub.ac.uk\)](#)

Students can also be directed to the daily Disability and Wellbeing drop-in: [Connect With Us | Student Centre | Queen's University Belfast \(qub.ac.uk\)](#)

Student Wellbeing Referral	Select support required
Staff member to refer student to Student Wellbeing	
Student to contact Student Wellbeing	

Agreed timeframe of support			
Staff signature		Date	
Student Signature		Date	

Disability & Wellbeing Approval (only required for central exam support)			
Staff signature		Date	

For central exam support staff then upload completed form to the Student Wellbeing Sharepoint site:

[Student Wellbeing - Special Exam Requests - All Documents \(sharepoint.com\)](#) > 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.