

APPLICATION FOR INDIVIDUAL EXAM ARRANGEMENTS

Family Name:		First name:		
PRID No:		Year of Study: Foundation /1 /2 /3 /4		
Degree Course:				
Location of Study:	Colchester Campus: <input type="checkbox"/>	Loughton Campus: <input type="checkbox"/>	Southend Campus: <input type="checkbox"/>	

What is your condition? _____

Is this condition: persistent / likely to change (delete appropriately)

Have you had arrangements for examinations in the past?

Extra Time How much per hour _____

Alternative Location Please give details _____

Paper in Alternative Format Please give details _____

Use of computer Scribe Please give details _____

Other (give details) _____

What examinations were these? _____ Were arrangements appropriate? Yes / No

If you have not had arrangements in the past a member of our service will be able to advise you and make recommendations.

DECLARATION

- I declare that the information I have given on this form is correct and complete to the best of my knowledge, and I understand that giving false information will disqualify my application.
- The University has a notification under the 2018 Data Protection Act and the personal data supplied on this form will be held in accordance with the requirements of the Act. The data will be held solely for the purposes of assessing your need for individual exam arrangements. Details will be passed to the Examinations Office in order for them to put the arrangements in place, and to departments where they organise internal exams.
- I give my consent to the University holding the personal data on this form for the purposes of assessing my need for individual exam arrangements, and to sharing information with the exams office, department and invigilator where it might be useful in an emergency.

Signed _____ Date _____

Please return this form to: The Student Wellbeing and Inclusivity Service (SWIS) or Student Services Hub at your campus. Email queries please contact: include@essex.ac.uk

Deadlines for applications:

For December/January examinations: no later than **31 OCTOBER**

For May/June examinations: no later than **31 JANUARY**

You must supply evidence of eligibility if you have not already done so.

There is no need to reapply each year unless you start a new course.

FOR OFFICE USE ONLY – tick or circle relevant information

Reason for arrangements: _____ Condition type: PERM / TEMP

Viable each year: Yes / No Evidence: Ed Psych /consultant / doctor / A of N / Sp teacher

Student seen: Yes / No Recommended by: _____

INDIVIDUAL NEEDS SCREEN:

Extra Writing time (mins per hour) Extra non writing time (mins per exam)

Amanuensis: Needs computer: Software needed _____
 Hardware needed _____
 Student's own laptop _____

Special Paper: Electronic or Braille or Large Font (size) Script Note: Dyslexia/SpLD or Scribe

Other notes for exams office or invigilator: _____

(standard SpLD) Supplementary booklet required for planning

Tick appropriately

Scheduling:

None consec days
One exam per day
Religious grds

 Location:

Sit near door
Not main exam hall
PC Lab
Single Room

 Furniture:

Cushion
Footstool
Large Desk
Typist chair
Wheelchair access

CMIS Category (circle one category):

Code	Location	Time	Main Options
SO	Single Office	Any	All single office requests – time options and additional info flagged in boxes and notes Includes PC in a single office. Includes wheelchair user in SO.
SC	Single Office	Any	Scribe or Reader - time options and additional info flagged on MIS Please specify if Reader only
PCX	PC Lab	PC + EWT PC + EWT + ENWT	PC with extra writing time (+ 15m ph) PC with extra writing and extra non writing time (+ 15m ph and 30m per exam)
PC	PC Lab	PC + Normal time PC + ENWT	PC Normal Time PC + extra non writing time (up to 30m per exam)
XT	Not Main Exam Hall	EWT EWT + ENWT	Extra writing time (+15 m ph) Extra writing time and extra non writing time (+15m ph and 30m per exam)
XNW	Not Main Exam Hall	ENWT only	Extra non writing time (+30m per exam)
EX	Not Main Exam Hall	normal time + 50% EWT or/and 50% ENWT	Extra writing time (+50% ph) (usually only visually impaired) Extra non writing time (+50%) Extra writing time and extra non writing time (+50%)
OTH	Not Main Exam Hall Or Main Exam Hall	Any	Mobility/ access difficulties, not in any of the above categories, just furniture or scheduling required Or just notes to the invigilator

Advice to invigilator:

Student has a hearing impairment and may not know when to stop writing or hear any instructions given verbally about the paper. Invigilators should be aware that they need to check that the student has heard and not accuse him/her of cheating if he/she does not stop writing.	
Student may need to stand, stretch and move around during rest breaks.	
Urgent access to the toilet may also be required (inc. during the beginning and end period of examination - the normal bar should not apply).	
Student has permission to bring food and drink into the examination.	
Other:	