



Connect & Discover

REASONABLE ACCOMMODATIONS FOR EXAMS – EXAM SUPPORTS

Introduction

AIT is committed to ensuring that students with disabilities are not disadvantaged in exams. Reasonable accommodations for exams in the form of alternative exam arrangements can be made for students with disabilities and these are granted on an individual basis. Students must register with the Disability and Learning Support Service and have done a needs assessment with a DLSS staff member to decide supports. The DLSS submit support requests to the Examinations Office who co-ordinate implementation of exam supports. You are advised to read AIT's examination policies and procedures in the Standards, Assessment and Awards document as all exams adhere to these regulations.

Examination Accommodations

Specific examination and other assessment arrangements may be made for students because of their disability. The specific arrangements are intended to enable candidates to perform to the best of their ability, they are not intended to give an unfair advantage to the candidate. Students who have specific exam requirements must first register with the DLSS as early as possible in the first semester. Students will be required to provide evidence of disability as exam supports cannot be granted without this. The Exams Office will notify students by email of the modules for which they are providing supports in advance of the exam session. Students will be given a deadline by which they must respond if there is any error with their registration, e.g. incorrect elective. It is important to inform the DLSS if circumstances change during the year and you will not require the supports put in place for you.

Students who have registered with the DLSS and have been granted accommodations for their Semester 1, Semester 2 and Repeat exams will retain their exam accommodation for the duration of their time in AIT. Students are advised to link in with the DLSS at the commencement of each academic year to confirm their continued requirements for support. Returning students who have been absent from AIT for a year are more must re-register with the DLSS to have their supports reactivated.

All students who register with the DLSS sign an Exams Authorisation Form. As per the terms of this form, students who are allocated a separate room/smaller venue for exams, and subsequently do not avail of this support, will have this support removed. Please note, that if you do not use your separate/shared room on the day of an exam you will not be on the exams register or seating plan for the main hall. Invigilators in the main hall will not be aware of your need for extra time or other support.

There may be some examinations that you do not need supports for, such as Maths or Computer based exams. Be sure to discuss all your subjects with the DLSS during the needs assessment so that the appropriate supports are identified.



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Types of Exam Accommodations

The types of support(s) that you will receive will depend on the impact of your disability and the outcome of your needs assessment. These may include one or more of the following:

- Extra time (an additional 10 minutes per hour)
- Marking Guidelines (for students with Specific Learning Difficulties or severe hearing difficulties)
- Smaller shared venue or separate room alone
- Reader/MP3 recording/Reading pen
- Texthelp to read paper in PC Lab
- PC to type exams
- Scribe
- Rest breaks/toilet breaks
- Dragon Naturally Speaking software

Marking Guidelines and Language Exams

In cases where a student is being examined on their knowledge of a language a waiver on spelling and grammar will not apply.

Marking Guidelines and Continuous Assessments & Theses

Marking guidelines are **only** applied in timed written exam situations. They are **not** applied to continuous assessment assignments or theses as a student should have sufficient time to proofread and spellcheck their work prior to submission.

Examinations in the Main Hall

If you are using Marking Guidelines and/or Extra Time and sitting your exams in the main hall you will receive a mailing prior to Semester 1 exams **only** with paperwork that you need to bring to the exam. The stamped letter needs to be placed on your desk to indicate to the Invigilator the supports you will use. You must keep this letter and bring it to each exam. If you are using Marking Guidelines these will be printed on a separate sheet and you will need to insert a copy into each script you complete. These may be photocopied to be used at each exam session. Please retain this paperwork for the duration of the year, a new updated mailing will be sent in November each year.

Examination Reasonable Accommodation Process

If you are a student with a disability and require support for your exams you must follow the process outlined below:

- Student meets with the Disability Officer, provides documentary evidence of disability, registers with the DLSS and undergoes a needs assessment where exam accommodations are recommended.
- The DLSS adds the student's details to the exam accommodations list/updates banner.
- The Exams Office advises the DLSS of the deadline for the submission of requests for exam accommodations.
- The Exams Office make any necessary arrangements, including booking rooms, hiring staff, etc.

- Dates for Semester 1, Semester 2 and Repeat exam sessions can be found on the AIT Academic Calendar on the website. The exam timetable for each session will be available on the website 4 weeks before exams commence.
- Students who register after the deadline are not permitted exam accommodations for that exam period. They can be accommodated for future sessions.

Continuous Assessment

If you need accommodations for in-class continuous assessments these will be arranged separately. If you use Marking Guidelines and/or Extra time you should ask your lecturer if they can facilitate this during the assessment. If you require a higher level of support you need to notify the Disability Office at least one week before the assessment and complete a CA accommodations request form which the DLSS will forward to the Exams Office. There is no guarantee that full supports will be available for CAs because of resource issues and alternatives may be suggested. Late applications for CA supports (less than one week's notice) will only be provided in exceptional circumstances.

Students screened for Specific Learning Difficulties (Dyslexia)

Students who are screened for dyslexia by the DLSS and who are recommended to follow up by getting a full assessment will have supports put in place for one exam sitting only. Supports cannot be provided without submission to the Disability Office of proper documentation.

Elective Subjects

If you have Elective subjects you must let the Disability Office know what they are each semester to ensure that accommodations are in place for the appropriate exams.

Repeat Exams

If you have to repeat an exam in August please contact the DLSS or Exams Office to let them know what written papers you are sitting. Some repeat elements are project or practical work so you must make us aware of the actual exams you need accommodations for.

Contact Numbers

Disability Office: email disability@ait.ie, phone 09064 68142/09064 83067

Exams Office: email exams@ait.ie, phone 09064 42560/09064 42547

Examinations Authorisation Form

Student Number: _____

The Examination Accommodations listed below have been granted and will be put in place for Semester 1, Semester 2 and Repeat exams:

| | |
|---|--|
| Extra Time (10 minutes per hour) | |
| Marking Guidelines (students with SpLD or Hearing Difficulties) | |
| Separate Room (Alone) | |
| Wheelchair Accessible | |
| Shared Room | |
| Computer room | |
| Scribe | |
| Reader | |
| Texthelp | |
| MP3 | |
| Dragon Naturally Speaking | |
| PC with large screen | |
| Height adjustable table | |
| Exam Reader Pen | |
| Yellow exam answer paper | |
| Rest breaks | |
| PC to type exams | |
| Specific colour Exam paper – (please specify) | |
| Enlarged exam paper (please include font size required) | |

These accommodations will roll over from year to year but you must check in with the DLSS at the start of each academic year to review and confirm supports. It is the responsibility of you the student to contact the Disability Office or the Exams Office by phone or email to cancel your supports if you are unable to attend an exam on a given day or if you are deferring an exam.

I understand all the above and that if I do not use my exam accommodations that these will be cancelled.

Student signature: _____ Date: _____

Staff Signature: _____ Date: _____