Short Term Exam Arrangements

Short term arrangements can only be allocated to students who have an injury or temporary condition for ONE exam period only. Examples of previous requests are for students with a broken leg, a dislocated shoulder or who were pregnant.

These arrangements MUST NOT be used as an interim option for students who have missed the deadline for long term arrangements. EC’s should be raised in this instance as per the Policy for Long Term conditions, first sits can be awarded (assuming the claim is supporting by appropriate evidence of a recent medical diagnosis too late to meet the deadline for Support Plans to be granted). The student should seek to make an appointment with Disability Support Services.

Process

Students with a short-term illness or injury should complete an Extenuating Circumstances claim in the first instance, citing their situation and providing medical evidence to support the claim in line with the EC Procedure.

The EC Panel will then consider the claim as usual and if a request for short term arrangements is deemed appropriate, complete this short form for consideration:

Short Term Exam Adjustments Request Form

By the deadline identified on the Accident/illness/Short and Long term exam adjustments page on our website.

A comprehensive list of permitted adjustments are outlined below.

The form will be considered by the Exam Operations team and a decision returned to the panel as soon as possible for an outcome to be raised and communicated to the student via the usual EC process ahead of the assessment period.

NOTE: Forms are raised for consideration and approval – raising a form does not guarantee accommodations – there are many and varied dependencies to consider with each request.

Where requests for adjustments are not possible to accommodate, panels can recommend a first sit opportunity at the appropriate time. For most students this will take place in the next assessment period, but practice will vary in some schools.

If requests are denied (and it is deemed possible and appropriate to do so) Schools can make ‘in-house’ examination arrangements from the standard set of permitted arrangements (see below).

Students will not need to be assessed by Disability Support Services for these arrangements to be put in place and Schools do not need to contact the Exams Operations team when implementing in-house arrangements but confirmation should form part of the EC outcome.

Where, for logistical reasons, a School is unable to make an adjustment to examination arrangements, or the student's condition precludes making such an arrangement, the following options are available:

- The student be recommended a first sit opportunity
- The School may consider setting the student an alternative form of assessment
Permitted Temporary Arrangements during Exam Periods

The following temporary arrangements may be made for a student suffering from a short-term condition or injury shortly before or during the forthcoming examination period only. You are welcome to contact the Exam Operations team for advice if required regarding implementing arrangements ‘in house’.

**Additional time – 15 minutes per hour** – Additional time of 15 minutes per hour may be given where a student is using a computer or scribe or where the student will be writing their own answers and will need additional time owing to their medical condition.

**Rest Breaks – 15 minutes per hour** – Rest breaks of up to 15 minutes per hour may be permitted where a student has an illness or injury which requires breaks during the exam time e.g. to recover if easily tired. Students may move around, take medication, eat snacks, have drinks and/or more frequent visits to the toilet. Students are allowed to walk around, stretch, use the toilet, etc. Students should be permitted to take their rest breaks as they require them and it is acceptable for a student to take all rest breaks in one, or to take a number of shorter breaks up to the maximum allowable e.g. 3 hour exam = rest breaks of up to 45 minutes total.

**Smaller room** – This option may be used where a student is experiencing panic attacks for the first time or has a condition whereby they will feel more comfortable sitting in a room with a smaller group of students.

**Separate room** – This option may be used where a student is experiencing panic attacks for the first time or if they have a condition whereby they will feel more comfortable sitting in a separate room.

**Use of a computer** – A student who is unable to write their answers may be permitted use of a computer. Additional time of 15 minutes per hour should be given where this option is used. Where this arrangement is made within the School a separate room will be required.

**Permission to bring additional furniture/equipment to the exam room** – It may be necessary for a student to bring additional furniture/equipment to the exam room to allow them to sit their exam comfortably e.g. cushion, ergonomic chair.

Please note that students should also be advised that if a short term illness or injury is likely to extend into the next exam period they will need to contact Disability Support Services for assessment in order to continue to receive adjustments to exam arrangements in future exam periods.

**Quick Links**
- Disability Support Services
- Extenuating circumstances

Next deadline for forms for consideration for the May assessment period is **Tuesday 2nd May 2023**