

PART A – To Be Completed by the Student**Application for Special Examination Arrangements for Written Exams 2019 - 2020**

Please read the Guidance Notes before completing this form.

Application Dates & Deadlines – 2019 / 2020

- For the November to December Exam Period: **Friday 11th October 2019**
- For January to March Exam Period: **Friday 22nd November 2019**
- For April to June Exam Period: **Friday 6th March 2020**
- For July to October Exam Period: **Friday 12th June 2020**

Please Note: with the exception of emergency medical cases, applications received after a deadline **will not be considered** until the next exam period.

(Please write clearly)

Full Name:	
Title of Course & Year (eg. BVetMed Yr 1, Fd Vet Nursing)	
Disability / Condition:	

Special Examination Arrangements Requested

Please Note: only the arrangements recommended in the supporting documentation from an appropriate professional (GP or Educational Psychologist) will be considered.

Please Tick	Arrangement Requested
	Extra Time: mins per hr
	Rest Breaks: mins per hr
	Use of a Computer
	Use of coloured overlays (to be provided by the student)
	Other (requires supporting evidence from medical professional):

When do you expect to sit your first examination? (Month/Yr): _____

Signature: _____ **Date:** _____

By signing this form you consent and understand that information provided, on this form or other related evidence, will be used for the purpose of assessing the request for special examination arrangements. This includes the processing of applications by relevant members of the College such as the Exams Office or members of the Advice Centre. Information provided will be kept securely in accordance with the Data Protection Act. If you have any issues with confidentiality then please discuss them with the Special Examination Arrangements Officer or Disability Support Team.

Applications received after the deadline will not be considered.

Please return the completed form via email / internal mail to:

Examinations Office, Hawkshead Campus Email: exams@rvc.ac.uk

PART B – To Be Completed by the Examinations Office

This form must be submitted to the Examinations Office for authorisation.

The Examinations Office will notify the student of the agreed arrangements when they have been authorised.

Date received from student: _____

Date passed to Head of Exams: _____

Signature approving arrangements: _____ **Date approved:** _____

Guidance Notes for the Exam Board Chair:

Date passed to Exam Board Chair: _____

PART C – To Be Completed by the Exam Board Chair

As the Exam Board Chair, I have considered the request outlined by the student and based on consideration of the core competencies of the course;

Please Tick	Decision
	I <u>approve</u> the arrangements
	The request is <u>declined</u> and should be considered further, based on the following reasons:
<i>Comments:</i>	

Signature: _____ **Date:** _____

Print Name: _____

Once completed in full, this documentation returned to Examinations Office, Hawkshead Campus for central co-ordination and confidential storage.