

## Special Examination Arrangements – 2019 / 2020

### Introduction

The purpose of special examination arrangements is to provide an environment that gives all students an equal opportunity for assessment.

There will be some occasions when it is not possible to amend the time, or method of the assessment, due to the nature of the competency being tested. For example, for competency reasons a specific emergency procedure must be completed in a set time.

However, the College will attempt to ensure that where possible, reasonable adjustments are made to support all students who apply for special arrangements.

### Who Can Apply

Any student with a long-term health condition or disability, including a specific learning difficulty such as dyslexia or dyspraxia may apply for special exam arrangements. In addition, short-term health conditions affecting a student's ability to undertake an exam under standard conditions may also apply (pregnancy, broken limbs etc).

### How to Apply

Please download an Application for Special Exam Arrangements form from the Intranet (Students & Teaching, Regulations / Procedures, Disability & Dyslexia). Forms and Guidelines, dates and deadlines can also be found on the Advice Centre website ([www.RVC.ac.uk/advice](http://www.RVC.ac.uk/advice)) and from the Exams Office.

All applications **must** include specific supporting evidence such as that from an appropriate professional (e.g. Educational Psychologist or GP). Please ensure that your SEA1 is submitted as soon as possible. The evidence can be forwarded at a later date.

There are strict deadlines for applications for each examination period (please see below). Application forms **must** be received in the Exams Office by these dates.

### Special Arrangements Dates & Deadlines – 2019 / 2020

- For the November to December Exam Period:

**Friday 11<sup>th</sup> October 2019**

- For January to March Exam Period:

**Friday 22<sup>nd</sup> November 2019**

- For April to June Exam Period:

**Friday 6<sup>th</sup> March 2020**

- For July to October Exam Period:

**Friday 12<sup>th</sup> 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.