

04.5

SPECIAL EXAMINATION ARRANGEMENTS

CARDIFF METROPOLITAN UNIVERSITY

EXAMINATIONS - SPECIAL NEEDS

SPECIAL EXAMINATION ARRANGEMENTS

- 1 A candidate who has submitted to the Assistant Registrar (Student Administration Services) a medical certificate that he or she is unable through illness or accident to attend at the examination room but is fit to undergo examination may be examined in a special room if the Assistant Registrar (Student Administration Services) in conjunction with the Dean of School is able to make satisfactory arrangements for the examination.
- 2 In exceptional circumstances, a candidate may, with the approval of the Vice-Chancellor, sit for a written examination at another appropriate institution or venue, provided that satisfactory arrangements can be made for the examination by the Assistant Registrar (Student Administration Services). The examination should be taken at the same time as the paper at the University. Any expense incurred will be borne by the candidate.
3. The variation of assessment arrangements is intended to enable all students to have the same opportunity to demonstrate the achievement of specific learning outcomes. Reasonable adjustments should not compromise academic standards or affect prescribed standards of professional bodies and should take into account the guidance in the QAA Code of Practice for the assurance of academic quality and standards in higher education, Section 3: Students with disabilities and relevant legislation (including the Disability Discrimination Act 1995 and the Special Educational Needs and Disability Act 2001).
4. At the same time, the development of a more inclusive approach is encouraged by, for example, the use of alternative methods of assessment.
5. The Assistant Registrar (Student Administration Services) may permit reasonable adjustments to the arrangements for the conduct of examinations for disabled students.
6. The University is responsible for taking all reasonable steps to identify the support needs of disabled students and shall publish clear information on the procedure and time limits for requesting reasonable adjustments. It is the student's responsibility to inform the University if he/she expects to have additional specific needs.

7. An application for reasonable adjustment shall be supported by appropriate documentary evidence. The disability may remain constant but the type of adjustment may vary over time. Requests shall normally be disregarded if not supported by appropriate documentary evidence. In the case of students with dyslexia, a report must be received from a qualified psychologist experienced in working with dyslexic adults or from someone with a qualification from a professional training course involving assessing adults with dyslexia.
8. If the Dean of School recommends that a student should receive special provision, he/she shall forward the application, supported by copies of documentary evidence, to the Assistant Registrar (Student Administration Services) normally within two months of starting a programme or as soon as possible where an emergency situation arises. The student should be made aware that it may not be possible to process an application outside the specified deadline in time for an examination which has already been scheduled. The procedure shall direct the student to the first point of contact. Where a student's circumstances are known to be prolonged or permanent, the identification of specific needs may be initiated prior to the start of the session.
9. A range of reasonable adjustments may be considered at the discretion of the University. These may be technical, for example, use of a PC, or may require a change in the location of the examination or may be facilitated by the use of an appropriate Support Worker (allocated by the University). More than one adjustment may be required. In some cases, an appropriate reasonable adjustment may be to change the method of assessment in order to allow the students to demonstrate their ability; this will need to be agreed with the relevant academic staff to ensure comparability.

* Current University postgraduate students may act, and should be encouraged to act, as Support Workers (e.g. Scribes and/or Readers) for students in the same School. However, current University undergraduate students may only act as Scribes/Readers for candidates on other programmes within the same or a different School, provided they have sufficient knowledge of the relevant subject area and terminology and fulfil any other criteria required by the University.
10. The adjustment shall depend on the nature of the disability and shall take into account the advice of the Disability Service and relevant specialists, the student's preference and the nature of the assessment. Where there is professional body accreditation, these adjustments will need to be undertaken in consultation with that body.

11. The choice of adjustment may be limited by the available technical, physical and human resources.
12. The adjustment shall comply with the requirements for invigilation and security to ensure the effective conduct of the examination.
13. The Assistant Registrar (Student Administration Services), on receipt of a recommendation for reasonable adjustments, shall decide whether or not to approve the application and the provision which shall be made available to the student. The decision of the Assistant Registrar (Student Administration Services) shall be final.
14. The University shall indicate how and by whom the student will be informed of the adjustment which has been approved. The range of adjustments can be amended subsequently, where this is required to meet the changing needs of the individual student.
15. Depending on the adjustment provided, students shall be advised to familiarise themselves with its use before the examinations take place.
16. Students shall inform the Superintendent of Examinations in good time if the adjustment needs to be modified or is no longer required.
17. The School shall be notified of the adjustment which has been approved. No further allowance shall be made by the Examination Board in reaching a decision on the performance of the student in the examination.
18. The student may request a review of the case if he/she feels that the agreed adjustment does not meet his/her individual needs. The student shall submit his/her request in writing to the Assistant Registrar (Student Administration Services).
19. The student shall inform the Assistant Registrar (Student Administration Services) within the first month of the academic session if he/she is unable, on religious grounds, to take examinations on certain days. The Assistant Registrar (Student Administration Services) shall as far as possible, take account of this request during the compilation of the examination timetable.

TEMPORARY ILLNESS OR DISABILITY

20. A student who has submitted to the Superintendent of Examinations a medical certificate that he or she is unable through illness or accident to attend at the examination room but is fit to undergo examination may be examined in a special room if the Superintendent is able to make satisfactory arrangements for the examination and with the support of the School. Other adjustments may be made at the discretion of the

Superintendent.

STUDENTS WHOSE FIRST LANGUAGE IS NOT ENGLISH OR WELSH

21. Candidates may use bilingual translation dictionaries in examinations subject to the following conditions:
 - (i) one of the languages of the dictionary must be English or Welsh;
 - (ii) the examination must not be testing one of the languages of the dictionary;
 - (iii) electronic dictionaries, translators, word lists or glossaries must not be used.

22. Arrangements for the use of a British Sign Language (BSL) communicator and other adjustments shall be made in consultation with Disability Service or other specialised staff.