

# Information for Students Applying for Exams Access Arrangements (EAAs) 2015-16

## INTRODUCTION

This document gives information on arrangements which may be made for disabled, students with Specific Learning Differences or with medical conditions during the formal examinations held during the period from **26<sup>th</sup> April 2016** to **27<sup>th</sup> May 2016** or at other times in the case of programmes which are delivered in collaboration with or at partner institutions/ organisations and may therefore be examined at locations other than on College premises in Egham. For advice on support at other times of the year, please contact your Personal Adviser or the Disability & Dyslexia Services - contact details for the Disability & Dyslexia Services can be found at the end of this document. In the case of a programme delivered at a partner institution, please contact the relevant Programme Manager/ Director in the first instance.

The purpose of Exams Access Arrangements is to help disabled students, those with a Specific Learning Difference or medical condition to perform to their full ability, without giving them an unfair advantage over other students. Those with such arrangements normally sit their examinations in a designated room to ensure that the arrangements can be properly monitored.

## WHAT CONDITIONS & DISABILITIES ARE ELIGIBLE FOR EAAs?

There are three main types of students who may require EAAs:

1. Students with a medically diagnosed disability/condition.
2. Students with a Specific Learning Difference (SpLD).
3. Students with a temporary condition or illness.

The following list gives some idea of the range of disabilities and conditions for which exams access arrangements may be made:

- Specific Learning Difference (e.g. dyslexia, dyspraxia)
- Mental health conditions (e.g. depression)
- Conditions affecting one's energy resources in a substantial way
- Sensory or physical impairments (including mobility problems)
- Chronic or acute medical conditions
- Effects of medication treating other conditions
- Neurological conditions (affecting co-ordination and movement, nerve injury & epilepsy)
- Joint, limb and back conditions affecting the ability to sit comfortably for prolonged periods
- Conditions affecting the writing arm or hand, including cases where a student is required to use the non-dominant hand
- Accidents shortly before or during the examination period

Do not be discouraged, however, from applying for Exams Access Arrangements because your condition does not seem to fall within one of these categories. If you have any questions or concerns please contact the Disability & Dyslexia Services for advice.

## WHAT ARRANGEMENTS ARE AVAILABLE?

Exams Access Arrangements normally involve either the provision of extra time (to be used as extra writing time or rest breaks), the use of an amanuensis/scribe or technological aids such as a computer.

Extra time may be given for writing, resting at the examination desk, or resting away from the examination desk as appropriate to your needs. Please note that in line with many other universities, Royal Holloway (University of London) often awards different EAAs that those granted by 'A-level' examining boards.

If eligible, you will be given extra time in minutes per hour of the exam and the additional minutes will be added to the overall standard time of the exam. For example: 15 minutes extra time per hour will increase the total time of a 2 hour exam to 2 hours 30 minutes. If your condition affects your stamina or your physical ability to sit/write for a prolonged period of time, you are advised to discuss this with your doctor and follow his recommendation on how to use the extra time, whether as rest breaks, extra writing time or a mixture of both. During the exams, you will be in charge of managing your extra time, thus deciding when to use the additional minutes in order to rest and/or to give yourself longer to write.

Permission to use technological aids, except for use of a computer, will only be given if the requisite equipment can be provided by you, by your department(s) or by the partner institution at which you are studying without jeopardising the security of the examination. In determining whether EAAs should be made, we will always take account of the recommendations given in the evidence you submit to support your request and your normal working practice.

## HOW DO I APPLY FOR EAAs?

### *First Application for EAAs*

#### Specific Learning Differences

Students with Specific Learning Differences e.g. Dyslexia, Dyspraxia, ADHD and Autistic Spectrum Conditions should follow the below procedure:

1. Register with the Disability & Dyslexia Services including submitting evidence of your condition - for example an Educational Psychologists Assessment carried out when you were 16 years or older. This should be completed as early in the Academic Year as possible and by **Friday 29th<sup>th</sup> January 2016**. If you are studying at a partner institution, you must register as soon as possible after the commencement of your studies but not later than at the end of your fifth week of study at the institution. If your condition is diagnosed after this date, the registration should be completed as soon as possible. **Please note** that for operational matters, we may not be able to put any EAAs in place if your SpLD is diagnosed after **Friday 26<sup>th</sup> February 2016**.
2. You will then be automatically allocated EAAs by Royal Holloway based on the needs outlined in your diagnostic report. If you have any queries regarding what

you are to be allocated or if you do not wish to be allocated EAAs you must contact the Disability & Dyslexia Services as soon as possible.

3. You will receive written notification of the outcome of your application from Student Administration before the start of the examination period. This will be sent to your College E-mail address so please ensure you check this regularly or you may miss important information. Details of the agreed allowances will also be sent to the relevant Administrator and Chair of Sub-Board in your Department or Programme Manager/ Director at the partner institution.

### **Students with other disabilities**

In order to ensure that you are properly supported in areas of your course and life at RHUL, disabled students need to be fully registered with the Disability & Dyslexia Services in order to receive EAAs. Therefore:

1. Contact the Disability & Dyslexia Services to declare your disability ([Disability-Dyslexia@rhul.ac.uk](mailto:Disability-Dyslexia@rhul.ac.uk))
2. Complete the support pack that the Disability & Dyslexia Services will give you and return it with the required medical evidence.
3. Complete the EAA form and return it to Disability and Dyslexia Services before Friday 29<sup>th</sup> January 2016
4. You will receive written notification of the outcome of your application from Student Administration before the start of the examination period. This will be sent to your College E-mail address so please ensure you check this regularly or you may miss important information. Details of the agreed allowances will also be sent to the relevant Administrator and Chair of Sub-Board in your Department or Programme Manager/ Director at the partner institution. **These EAAs will be in place for the rest of your degree. You will not need to reapply in future years unless your circumstances change.**

### **Students with temporary medical conditions which have an impact on their ability to sit exams.**

Students with temporary medical conditions should follow the procedure below. Students who have a medical condition together with a Specific Learning Difficulty should also follow this procedure:

1. Complete Section A of the 'Request for Exams Access Arrangements' form. Then ask an a suitably qualified medical practitioner (normally a GP or hospital specialist, who is registered with the General Medical Council in the UK or the equivalent in your home country, or the GP at the Health Centre on the College campus), to complete Section B and sign and date the form.
2. Return the completed form to the Disability & Dyslexia Services by **Friday 29<sup>th</sup> January 2016**. You are advised to keep a copy of everything you submit. If your condition arises after this date, the application should be submitted as soon as possible. **Please note** that for operational matters, we may not be able to put any EAAs in place if your condition is diagnosed and/or declared after **Friday 26<sup>th</sup> February 2016**.

3. You will receive written notification of the outcome of your application from Student Administration before the start of the examination period. This will be sent to your College E-mail address so please ensure you check this regularly or you may miss important information. Details of the agreed allowances will also be sent to the relevant Administrator and Chair of Sub-Board in your Department or Programme Manager/ Director at the partner institution.

### **Applied in Previous Years for EAAs**

You only need re-apply for EAAs in the following circumstances:

- If your circumstances have changed since the last academic year (or academic session) and you think your EAAs should be altered.
- If you have changed your programme of study, for example if you have completed your Bachelor's Degree with the College and are now studying for a Master's Degree, as you will be considered a 'New' student.
- If your medical condition has short-time effects and is not a disability (that is, it is not a mental or physical impairment that has had a substantial adverse effect on your normal day-to-day activities for more than 12 months).

If you do need to reapply for EAAs you should follow the procedures outlined above. Otherwise your EAAs will be automatically carried forward and will remain the same as you have received in previous year(s), so you do not need to re-apply. A letter will be sent out from the Student Administration Office during the autumn term (for on campus students) or before the start of the examination period if you are being examined at locations other than on College premises in Egham. This will be sent to your College E-mail address so please ensure you check this regularly or you may miss important information. Details of the agreed allowances will also be sent to the relevant Administrator and Chair of Sub-Board in your Department or Programme Manager/ Director at the partner institution.

If you do not agree with the Exams Access Arrangements that you have been allocated, please contact the Disability & Dyslexia Services as soon as you receive the letter from Student Administration outlining your exam arrangements.

### **CONTACT DETAILS**

*If you are not sure whether you are eligible for Exams Access Arrangements, if you need any further information about the arrangements that are available or if you require any other support for a medical condition or disability please contact:*

#### **DISABILITY & DYSLEXIA SERVICES**

Founder's Building West Room 151

Phone: +44 (0)1784 444634

E-mail: [Disability-Dyslexia@rhul.ac.uk](mailto:Disability-Dyslexia@rhul.ac.uk)

Website:

<https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/eeasformerlyseas.aspx>

*If you have any questions regarding Exams Access Arrangements that you have been allocated or another questions relating to College Examinations please contact:*

## **STUDENT ADMINISTRATION**

Phone: +44 (0)1784 443263

E-mail: [student-administration@rhul.ac.uk](mailto:student-administration@rhul.ac.uk)

Website:

<https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/eeasformerlyseas.aspx>

## **PARTNER INSTITUTIONS**

If you are studying at a partner institution, you should contact the relevant Programme Manager/ Director in the first instance

## EXAMS ACCESS ARRANGEMENTS (EAA) STANDARD GUIDELINES

Students with the following disabilities/conditions will be seated in smaller EAA specific venues and not main sites. You are strongly advised to follow the recommendations below in regards to taking some or all of your extra time to rest. In order to achieve consistency and fairness amongst the student population, please note that we may ask our own medical officer to verify evidence from medical practitioners external to the College.

Medical Condition	Guideline Allowance
Acute Axial Dystorsia	25 min/hr Extra Time, some of which to be taken as rest breaks
Agoraphobia with panic attacks	Room on own
Anaphylaxis	Room on own with epipen trained staff
Anxiety disorder (when medically documented)	10min/hr Extra Time unless advised otherwise by a GP/ consultant psychiatrist/Community Psychiatric Nurse. Evidence may be verified by our own medical officer
Back problem	10 min/hr Extra Time to be taken as rest breaks
Bipolar	Requires specific advice from a Doctor which may be verified by our own medical officer
Blind	60 min/hr Extra Time plus up to 1hr break time. Use of a computer with adaptative technology
Cerebral Palsy	Dependant on severity - requires specific advice from a Doctor
CFS/ME	20 min/hr Extra Time, some of which to be taken as rest breaks
Chronic neck and back pain	10 min/hr Extra Time to be taken as rest breaks
Cystic Fibrosis	25 min/hr Extra Time, to be split between rest breaks and extra writing time and a separate room from other CF sufferers
Depression (when medically documented)	10min/hr extra time unless advised otherwise by a GP/ consultant psychiatrist/Community Psychiatric Nurse. Evidence may be verified by our own medical officer
Dermatomyositis	15 min/hr Extra Time
Diabetes Mellitus	5 min/hr Extra Time to be taken as rest breaks
Epstein Barr Virus	10 min/hr Extra Time to be taken as rest breaks
Fever	Smaller room
Hand/Thumb injury	15 min/hr Extra Time
Horizontal Nystagmus	15 min/hr Extra Time
Hypermobility joints (wrist and hand)	Up to 20 min/hr Extra Time, some of which to be taken as rest breaks. Use of computer.
Hypermobility syndrome - chronic pain	As for hypermobile joints
Juvenile Chronic Arthritis	25 min/hr Extra Time, some of which to be taken as rest breaks
Lupus and Raynauds Diseases	20 min/hr Extra Time, some of which to be taken as rest breaks

Marfan Syndrom	25 min/hr Extra Time, some of which to be taken as rest breaks. Smaller room
Menieres Disease	Dependant on severity - requires specific Doctor's advice
Multiple Sclerosis	Dependant on severity - requires specific Doctor's advice
OCD with significant ritualised behaviour	Requires specific advice from a Doctor which may be verified by our own medical officer
Osteoporsis and arthritis	25 min/hr Extra Time, some of which to be taken as rest breaks
Phenylketonuria	15 min/hr Extra Time
Pregnancy	10 min/hr Extra Time to be taken as rest breaks
Recovery from Kidney transplant	10 min/hr Extra Time. Smaller room
Regional Pain Syndrome, writing hand and wrist	35 min/hr Extra Time, some of which to be taken as rest breaks. Use of a computer
Repetitive Strain Injury	15 min/hr Extra Time, some of which to be taken as rest breaks. Use of a computer
Schizophrenia	Requires specific advice from a Doctor which may be verified by our own medical officer
Separated pelvis	10 min/hr Extra Time to be taken as rest breaks
Severe hearing loss	15 min/hr Extra Time
Tenosynovitis of the writing hand	Use of a computer
Type 2 Acromial Spur	15 min/hr Extra Time, some of which to be taken as rest breaks
Urethral Stricture	10 min/hr Extra Time to be taken as rest breaks. Smaller room
Visual Impairment	60 min/hr Extra Time plus up to 1hr break time. Use of a computer with adaptative technology. Exam Paper with modified font size/line spacing
Wrist sprain	20 min/hr Extra Time. Use of a computer