

REQUEST FOR EXAMINATION ACCESS ARRANGEMENTS (FORMERLY SPECIAL EXAMINATION ARRANGEMENTS) 2013-14



This form should be completed by all students requiring EAAs for medical conditions or disabilities excluding Specific Learning Difficulties (e.g. Dyslexia, Dyspraxia, ADHD and Asperger's Syndrome). Students with Specific Learning Difficulties should contact the Educational Support Office directly to confirm their EAAs.

The deadline for the receipt of requests for Exam Access Arrangements is **Friday 24th January 2014**.

Once complete this form should be submitted to: Educational Support Office, Royal Holloway, UoL, Egham, TW20 0EX

Section A: To be Completed by the Student

Students' Full Name: _____

Student ID No.: _____

Year of Study:

UG or PG

Department: _____

Contact Tel No.: _____

E-mail: _____

Section B: To be Completed by a Qualified Medical Practitioner

This student has been suffering from _____

(illness/condition) since _____

(date).

This condition is likely to affect his/her performance in examinations in the following manner:

Do you feel this student would be adequately assisted during examinations by being allocated the standard special arrangements for their condition detailed in the attached guidelines?

Yes

No

If no and you feel that your patient's condition is so severe as to require additional arrangements*, or if your patient's condition does not appear in the attached guidelines, please indicate below the arrangements that you feel are appropriate and then sign and date below:

Extra Time _____ minutes per hour of exam duration. (To be taken as writing time or rest breaks as advised.**)

Use of Computer

Other (please state) _____

Please note:

* Access arrangements should only compensate for the candidate's disability and not relatively disadvantage other candidates. In order to ensure that comparable consideration may be given to each request for Exam Access Arrangements, the College reserves the right to consult its own medical officer for additional or different arrangements requested.

** If your patient's condition affects stamina or their physical ability to sit and write for long periods of time, s/he is encouraged to take some part of the extra time as rest breaks. Please advise your patient accordingly.

Signed: _____

Date: _____

EXAM 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.

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)	10 min/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)	10 min/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 Disease	20 min/hr Extra Time, some of which to be taken as rest breaks
Marfan Syndrome	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