



Facility Request Form 3

Examination arrangements

You'll need to use the information from the publication

Meeting your assessment needs to fill in this form.

- Please send the filled-in form and supporting documents to your national or regional centre by the date given in the accompanying letter or email, so that we can make arrangements in time for your examination. Or, you can fill in the form online at your StudentHome page.
- You should return your documents quickly, and no later than **six weeks** before the examination period, as we cannot guarantee to provide any additional arrangements if you ask us after this time.
- If you have any difficulty filling in the form, a member of the Learner Support Team at your regional or national centre will be happy to help you over the phone.
- If you've been awarded a disabled students' allowance (DSA), you might want to refer to your needs assessment as you consider what to ask for on this form.
- If you don't need additional examination arrangements, please still fill in part 1 and cross out the rest so that we don't ask you about this again.
- Please note that requesting additional arrangements does not guarantee that they will be provided.

What happens next?

If we need more information about anything on your form, your regional or national centre will contact you. Once the arrangements for your examination have been approved, we will write to or email you to confirm the details about two to four weeks before your examination.

To make sure that your examination runs smoothly, we will need to pass some of the information you give on this form to the invigilator appointed to supervise your examination. The invigilator will keep this information confidential, but if there's anything you do not want us to pass on, please let us know.

Part 1 Your details

Name

Personal identifier

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Daytime Phone

Module code (or codes) for example, A210

Part 2 The examination question paper

Please tick one or more of the boxes to tell us which kind of question paper you need. You will need to supply documentary evidence to support your request.

Standard Large print Braille Audio CD CD-Rom

Other

Coloured paper: Blue/Cream/Green/Pink/Grey/Yellow (please indicate which)

Part 3 Your examination answers

Please tick one or more of the boxes to tell us which way of presenting your answers you think would suit you best and supply documentary evidence to support your request.

Your own handwriting Braille Audio recording

Your computer, using: Memory stick Floppy disk

Other software tools: Spellchecker

Screen reading software Voice activated software

Please give details

Dictated to an amanuensis appointed by us

Other (please say)

Part 4 Extra time in examinations

Please tick the appropriate box to tell us roughly how much extra time, if any, you think you might need to complete your examination.

No extra time

About minutes' extra working time

About minutes' for rest breaks

Are there any times of day during which you **cannot** sit an examination?

(Note that this must be for medical reasons only.) **(Please say)**

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Part 5 Where to take your examination

Please tick **one** of the boxes to tell us where you think you will need to take your examination. **(Your regional or national centre may not be able to offer all these choices, and some may not be appropriate because of your other requirements.)**

In the main hall at a main examination centre

In a separate room, for example in a side room at a main centre or at your national or regional centre

At home **If you need to take it at home:**

does anyone in your home smoke? Yes No

do you have pets? Yes No

If yes, please give details

At an alternative centre (for example, your workplace, a friend or relative's home, a hospital or a day centre)

Please give details

Part 6 Other requirements for your examination

Please tell us here about any requirements you haven't mentioned elsewhere on the form (such as wheelchair access, a cushion or a special chair, a magnifying glass, a spell-checker, preference for male or female invigilator and so on). If you ask for any special equipment, you must usually provide it yourself.

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Part 7 Language assessments

Please tick the boxes to tell us about any additional requirements you may have for completing your language oral assessments.

I am unable to use Elluminate for my oral assessment.

I cannot use a telephone for my oral assessment.

Other

Part 8 Documentary evidence

I enclose documentary evidence to support my request (eg. a doctor's letter or diagnostic assessment that includes details on how my condition affects my ability to take an examination).

I will send my evidence in the next seven to ten days.

Part 9 Disabled students' allowances (DSAs)

If you have applied for a DSA, please say roughly when you applied.

(Give the month and year)

Your signature

Date