

APPLICATION FOR SPECIAL EXAMINATION ARRANGEMENTS 2019-20 FOR STUDENTS STUDYING HIGHER EDUCATION PROGRAMMES

Please refer to the attached guidance notes when completing this form. The completed form should be sent to HE Examinations, heexaminations@southessex.ac.uk by the stated deadlines. If emailing this form please ensure paperwork evidence follows shortly afterwards or is scanned in and sent with the form.

Candidate Name: _____

Student Number: _____

Programme title: _____

Year of study: _____

Please note we will carry forward considerations made for the January series to all series in the year. However, you will be required to re-apply each academic year in case your circumstances and requirements have changed. Even if they do not, you must submit a new claim each year of study on your degree programme. If you need any support to complete this form please contact hesupport@southessex.ac.uk

Examinations and or in-class tests (with date where applicable) for which you are requesting special arrangements:

Module code	Module title	Date where known for in-class tests

Please give the reasons for your application and a brief outline of any special examination/test arrangements you require (please ensure you give specific details for the arrangements you require to ensure they are put in place correctly):

Supporting evidence:

Medical/psychological evidence accompanies this form. Y / N

DSA Form supplied Y / N

Details of evidence attached: _____

Candidate declaration:

I confirm that the information given on this form is accurate.

Name: _____

Signature: _____

Date: _____

Notes on Completion of this Application Form

1. Applications for special examination arrangements should be made as far in advance of the examination series as possible and no later than the following dates:

Month of examination	Final date of submission
January Exam Series 13-17 January 2020	Monday 2nd December 2019
May Exam Series 25 –29 May 2020	Monday 27 April 2020
August (Resit Exam Series) 10-14 August 2020 * Resit dates subject to change	Not necessary to apply these will be carried forward from the above exam series

2. Write your name, student ID number, programme title and year of study clearly at the top of the form.
3. In the box '**Examinations for which application is being made**', specify **all** examination modules for which special arrangements are being requested.
4. In the next section, state precisely the nature of the disability that affects your assessment and the special arrangements that you require. Please try to be as precise as possible.
5. In the section, '**Supporting evidence**', specify any information / evidence enclosed with your application.
6. Complete the details of the declaration.
7. Completed forms should be submitted to the Examinations team, no later than the dates specified above.
8. Any requests for special arrangements for the completion of **coursework** should be directed to your Programme Leader and to Student Support team at HEsupport@southessex.ac.uk
9. Applications for special examination arrangements should not be confused with claiming extenuating circumstances. The application for Special Arrangements form is designed to assist students with longer-term disabilities whereas the extenuating circumstances procedure is in place to account for sudden and/or unforeseen situations that may affect a student's performance. If you are unsure or need support in completing either forms please contact Student Support Services.
10. Any queries regarding the completion of this form should be directed to the Support Team who can be contacted on 01702 220449 or emailed at HEsupport@southessex.ac.uk