

## Personal Exam Plan Policy – Alternative Assessments

In some circumstances it may be necessary to replace written exams with alternative forms of assessments. The purpose of this addition to the Personal Exam Plan Policy is to provide guidance on applying Personal Exam Plan (PEP) Arrangements to those alternative assessments. All arrangements apply to 'Seen' and 'Unseen' assessments, but with a timed component (i.e. this does not apply to 'coursework'). The principles of the PEP Policy still apply, in that the aim is to ensure assessment takes place in such a way to maintain academic standards and support students to demonstrate their learning.

Where written exams have been replaced with coursework or online essays with a fixed submission point PEP Arrangements do not apply; recommendations listed under 'Coursework Adjustments' on the Access Statement should apply.

This guidance cannot take into account every form of assessment. It is expected that assessments should normally fit within this, but there may be occasions when the format of assessment might require a variation to this guidance.

PEP Recommendation	Assessment Type	
	Short, timed, online exam	24 / 48 hour submission
25% or less additional time allowance	Yes	No
More than 25% additional time allowance	Yes	Yes
Rest Breaks	Yes	No
Reader	No	No
Scribe	No	No
Special equipment	Students own	Students own
Text Help	Yes	Yes

Explanatory notes:

1. Short, timed online exam  
Includes assessments which replicate the written version of the exam, MCQs and short timed exams which can be taken at any point during a 24 hour period. Whilst we recognise that such assessments are unlikely to replicate exam conditions, some of these assessments may be subject to remote invigilation, for example for Professional Body requirements.
2. 24 / 48 hour submission  
Includes 'Take and Do' and any assessment with an extended submission window.
3. Additional time allowances  
It is anticipated that assessments with an extended submission window will normally provide adequate time for students with up to and including 25% extra

time. An additional time allowance should be provided for students with more than 25% extra time, as these students are more likely to have significant, complex needs.

4. Rest breaks

Additional time should be added to short, timed assessments equivalent to 10 minutes per hour.

5. Readers and Scribes

It will not be possible to provide any support requiring another person to be present. Students will have access to their own assistive technologies as agreed, and may use tools such as 'Text Help' in place of a Reader.

6. Special equipment

This covers any recommendation for physical equipment such as supportive chair, wrist rest etc. It will not be possible to provide items to students, however as students will be taking assessment in their own environment they are permitted to use their own equipment.

7. Text Help

Students who have been recommended the use of 'Text Help', Reader or Scribe will be permitted use of this. It is the students' responsibility to ensure they have access to this on their own devices.

8. Other Assistive Technology

Students will be permitted use of any technology which has already been agreed in line with the PEP Policy. This would not include technologies that give an advantage, such as translation tools or other services that would constitute an academic irregularity.

The Exams Team are working with School Administration to identify the specific support needed for students with PEP arrangements.