QHS 15H

Personal Exam Plans

1. Introduction

1.1 Personal Exam Plans are the recommended adjustments for examinations included in an Access Statement for students with a disability, injury or ongoing condition that could affect exam performance.

1.2 The purpose of this supplement it to

a. ensure that all examination arrangements are conducted in such a way as to maintain academic standards.

b. provide clarification on the permitted range of Personal Exam Plan arrangements.

c. ensure all Personal Exam Plan arrangements are undertaken consistently.

1.3 Personal Exam Plan arrangements apply to all assessments with a timed component, including in-person and online exams, and in-class tests.

1.4 Personal Exam Plan arrangements do not normally apply to any coursework assessments (timed or otherwise), including presentations; recommendations listed under 'Teaching and Learning Support' on a student's Access Statement should apply.

1.5 Personal Exam Plan arrangements may not be possible for examinations which are subject to Professional, Statutory and Regulatory Body requirements.

2. Access Statements

2.1 Students with a declared need for educational or health-based support will be assessed by Students Support Services, who will create an Access Statement. The Access Statement is shared with the School and Academic Registry.

2.2 The recommendations in an Access Statement should reflect a student's normal way of working and must maintain the integrity and academic standards of the exam.

2.3 Students without an Access Statement are not eligible for a Personal Exam Plan.

3. In-person exams

3.1 Personal Exam Plans are administered by Academic Registry for in-person and online exams scheduled within the agreed NTU assessment periods (half-year, end

of year and resit). For exams and other forms of timed assessment scheduled outside the NTU assessment periods, Schools are responsible for establishing whether the recommendations in Access Statements apply, and for making any arrangements needed in line with this policy.

3.2   For Personal Exam Plans to be implemented, Access Statements are submitted to Academic Registry typically eight weeks before the start of any given assessment period.

3.3   Late Personal Exam Plan requests are considered on a case by case basis in accordance with one or more of the following criteria:

a. The student is in the final year of study and an Access Statement has only been completed after the submission deadline.

b. The student has suffered an unexpected physical injury and now requires adjustments such as the use of computer.

c. The student has been disadvantaged as the result of an administrative error caused by NTU.

d. The request does not affect existing rooming and invigilation arrangements.

e. Any other factor which meant the request could not be submitted by the deadline.

Late requests will be accommodated as far as possible but cannot be guaranteed.

3.4   The table below details the standard Access Statement recommendations permissible in an in-person exam and the typical adjustments made.

Recommendation	Adjustments
Additional time allowance	Typically 25% extra time. Students with more complex needs may be assessed as requiring longer than 25%.
Rest breaks	Rest breaks of up to 10 minutes per hour can be recommended for students who need to take a break from the exam, for example to take medication. Time for rest breaks will be added onto the end of the exam. Students must remain in the exam room during any break, unless they need to use the bathroom, and must be accompanied by an invigilator.
Use of a PC	The use of a PC for students to type answers may be recommended. The exam paper is provided on a USB and the answers saved to USB. Students may use their own devices. A University PC will be provided where needed.

	This does not apply to Multiple Choice Question assessments.
Text Help	Text Help can be used for students who need the facility to have the questions and / or their answers read back to them.
Speech recognition	Microsoft Word is used for students who require the use of speech recognition.
Reader	A reader may only be recommended for any student who is unable to use Text help.
Scribe	A scribe may be recommended for a student who is unable to write, type or otherwise dictate their answers.
Smaller room	Students with Personal Exam Plan arrangements will normally be placed in smaller rooms of up to 15 students.
Individual room	In exceptional circumstances it may be recommended that a student is seated in a room on their own.
Food and drink	Student with certain medical conditions are permitted to take food and drink into the exam. This must be limited to items that will not distract other students and must be in clear containers.
Specialist equipment	The following specialist equipment can be provided based on medical evidence: • Supportive chair with lumbar support • Standard operator chair (with or without arms) • Reading and/or writing slope • Footrest • Wrist rest • Height adjustable desk
Coloured overlay	Students who normally use a coloured overlay may use these in an exam.
Assistance dogs	Assistance dogs who have been appropriately trained by, and are registered with, Assistance Dogs UK or one of their eight affiliated members are permitted in the exam room.

3.5   The following are not permitted in an exam room:

a. Animals, other than registered assistance dogs

b. Babies or children

c. Headphones or music

3.6   The University does not allocate seats to individual students, therefore recommendations for a student to sit in a particular location cannot be accommodated.

3.7 In exceptional circumstances alternative forms of assessment may be considered as a reasonable adjustment where other adjustments have been explored and on the advice of a Disability Support Officer in Student Support Services. Such alternatives are discussed with the course leader.

3.8 Any recommendations not listed in this supplement should be discussed with Academic Registry prior to inclusion in an Access Statement.

4. Online exams / timed assessments

4.1 Depending on the nature of the online exam/timed assessment, some PEP recommendations may not be applicable. The table below provides an indication of where recommendations may or may not apply for different types of assessment. This list is not exhaustive, and if an assessment type / recommendation is not listed, advice should be sought from Academic Registry.

PEP Recommendation	Short, timed, online exam	24-48 hour submission
25% or less additional time allowance	Yes	No
More than 25% additional time allowance	Yes	Yes, amount of additional time to be agreed.
Rest breaks	Yes	No
Reader	No	No
Scribe	No	No
Special equipment	Student's own	Student's own
Text help	Yes	Yes