

## **INSTRUCTIONS FOR SPECIAL ARRANGEMENTS FOR EXAMINATIONS**

If you have a handicap or a health problem that puts you at a considerable disadvantage in an examination situation in relation to other students, you can apply for special arrangements for your examination. The deadline for applying for special arrangements is 1 October in the autumn term and 1 March in the spring term. **Special arrangements do not apply for candidates who do not have admission rights.**

1. Special arrangements can be granted for an individual examination, for a given period of time or for the entire study period if the documentation submitted shows the need is permanent.
2. **A diagnosis does not automatically entitle a candidate to special arrangements.** **Allergies** do not automatically entitle students to an extension of time for their examinations. Allergy medicines usually have few side-effects, and for this reason there is generally no basis for saying that students are put at an unreasonable disadvantage in an examination situation. Allergies are therefore treated as an acute problem/illness. A medical certificate is required and dated no later than three days before the date of the first examination. Such a medical certificate must document the type of allergy the student is suffering from. One cannot expect to be granted an extension of time for an examination if the season for the allergy in question is over. Students with **dyslexia or other reading/writing difficulties** must document such problems by presenting a dyslexia certificate when applying for extended examination time. Such documentation should not be more than five years' old. If the student so wishes, documentation of his/her dyslexia can be attached to the examination answers so that the examiner can ignore orthographic mistakes. If the student requires a PC, this must be stipulated explicitly in the doctor's certificate. Students suffering from **tendonitis** can, in the event of chronic and serious disorders, be granted extended examination time. If a PC is needed, this must be stated explicitly in the documentation provided by the doctor.
3. The provisions supplied must not lead to a reduction in the academic requirements for the individual course (*cf.* Section 4-3 (5) of the Norwegian Act relating to Universities and Colleges).

Special arrangements can be provided in the form of special physical equipment or special aids (e.g. a PC) and/or an extension of the examination time. Only PC equipment belonging to the university college can be used at examinations. For handicaps that need special equipment other than a PC, students must normally arrange for this to be provided themselves. It is the candidate's responsibility to become familiar with the PC, printer and software that will be used during the examination.

### ***Instructions for special arrangements for examinations***

Laid down by the Director of the university college pursuant to Section 20 of *Regulations for examinations and admission rights at Vestfold University College, effective from 1 August 2009.*

*This document is a translation of a legally binding document originally written in Norwegian. If a dispute arises in the interpretation of this document, the Norwegian version takes precedence.*

**The following special arrangements can be granted:**

Candidates who due to illness, use of medication or for other reasons are granted extended examination time are granted:

- 30 minutes extra for examinations of three or four hours' duration
- one hour extra for examinations of more than five hours' duration

In very special circumstances an application can be made for an extension of time of up to two hours.

Candidates with reading/writing difficulties can be granted an extension of time on the basis of an application submitted with the necessary documentation. Candidates whose mother tongue is not Norwegian are granted permission to use an ordinary spelling dictionary or a bi-lingual spelling dictionary. If permission is granted to use a dictionary, the dictionary must be checked on the day of the examination.

The use of dictionaries and PCs does not apply to examinations in language subjects. Note that neither dictionaries nor PCs with spelling programs are permitted at examinations in the Norwegian language for teacher training since a pass in examinations in these subjects implies certification of the candidate's ability to master the language without special aids.

c) Any extension to the time for home assignments and other assessment schemes is granted in consultation with the relevant teaching staff.

d) When the use of a PC is permitted, the candidate is issued with an empty diskette or CD or other storage medium. During the examination the candidate stores the answer on both the medium provided and on the hard disk. Candidates are themselves responsible for taking the necessary backup copies during the proceedings. The university college is not responsible for loss of text/data resulting from a power failure or defects on the machine. Any errors must be reported to the invigilator. The examination answer must be handed in as a paper printout with the candidate number and page numbering written on it. The outer folder sheet is used in the usual way. The diskette/CD provided is returned with the answer and is marked with the candidate's number and subject/course code.

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