

LINGNAN UNIVERSITY

Application for Special Examination Arrangements

Part A (To be Completed by SEN Support Officer)		Part B (To be Completed by Subject Teacher)			
Student Name:		Course Title:		Course Code:	
Student ID:		Subject Teacher:		Department:	
Course(s):	1. _____ 2. _____ 3. _____	Decisions on the Student's Requests for Special Examination Arrangements: (Please tick the boxes and specify details on the lines provided as appropriate.)			
Term: _____	4. _____ 5. _____ 6. _____				
Recommended Special Examination Arrangements: (Please tick the boxes and specify details on the lines provided as appropriate.)		Approved		Rejected (Please specify reasons on the lines provided.)	
<input type="checkbox"/> A3-Sized Examination Paper		<input type="checkbox"/> A3-Sized Examination Paper		<input type="checkbox"/> _____	
<input type="checkbox"/> Audio Version of Examination Paper		<input type="checkbox"/> Audio Version of Examination Paper		<input type="checkbox"/> _____	
<input type="checkbox"/> ____% of Extra Examination Time *		<input type="checkbox"/> ____% of Extra Examination Time *		<input type="checkbox"/> _____	
<input type="checkbox"/> ____ - Minute Break Time for Every ____ Minutes *		<input type="checkbox"/> ____ - Minute Break Time for Every ____ Minutes *		<input type="checkbox"/> _____	
<input type="checkbox"/> Extra Preparation Time for Speaking Examinations: _____		<input type="checkbox"/> Extra Preparation Time for Speaking Examinations: _____		<input type="checkbox"/> _____	
<input type="checkbox"/> Extended Pause Time for Listening Examinations: _____		<input type="checkbox"/> Extended Pause Time for Listening Examinations: _____		<input type="checkbox"/> _____	
<input type="checkbox"/> Use of Computer during Examination for Typing Answers		<input type="checkbox"/> Use of Computer during Examination for Typing Answers		<input type="checkbox"/> _____	
<input type="checkbox"/> A Separate Examination Venue		<input type="checkbox"/> A Separate Examination Venue (Invigilator(s) #: _____ / Floating Invigilator(s) #: _____)		<input type="checkbox"/> _____	
<input type="checkbox"/> Alternative Form of Assessment: _____		<input type="checkbox"/> Alternative Form of Assessment (Please enclose approval by Board of Examiners or equivalent body): _____		<input type="checkbox"/> _____	
<input type="checkbox"/> Others: _____		<input type="checkbox"/> Others: _____		<input type="checkbox"/> _____	
Reasons for Special Needs / Remarks (if any): _____ _____ Name & Signature of SEN Support Officer (Date): _____ (__/__/__)		Remarks (if any): _____ _____ Signature of Subject Teacher (Date): _____ (__/__/__)		Acknowledgement of the above Decisions by Student Signature of Student (Date): _____ (__/__/__)	

Notes:

1. Students who require any special examination arrangement due to special educational needs (SEN) should register with the Office of Student Affairs (OSA) as early as possible at the beginning of the academic year and not later than six weeks prior to the start of the examination period. Late applications may not be entertained. Such requests for special examination arrangements should be supported by documentary evidence such as medical reports.
 2. After reviewing the student's case, the SEN Support Officer of OSA should complete Part A of this prescribed form and submit the form to the Registry, enclosing related supporting documents, for onward submission to the subject teacher(s) concerned for consideration and approval.
 3. The subject teacher should discuss with the student before deciding on whether and what special examination arrangements should be made, taking into consideration the student's circumstances and the specific nature of the assessment tasks of his/her course. Approval of relevant Board of Examiners or equivalent body is needed if alternative form of assessment is arranged for a student (e.g. replacing a normal examination with take-home examination).
 4. The subject teacher should explain to the student his/her decisions on the student's requests and return the completed form (Part B) to the student who should sign on the form as his/her acknowledgement of the decisions. The subject teacher should submit a copy of the duly completed form to the Registry no later than three weeks before the beginning of the examination period if any special examination arrangement is approved for the student.
- * If a student is given extra time/supervised breaks, the student will be arranged to take the examination in a separate venue (in order to minimise the disturbance caused by other students when they leave the main venue) unless otherwise requested by the student/subject teacher. If the student and the subject teacher think that it is more appropriate that the examination be held in the main venue, arrangement may be made for the student to take a seat in the front row and/or close to the corner as far as possible.
- # Please arrange at least one invigilator and one floating invigilator to invigilate the examination for the student. The invigilator should stay in the special venue throughout the examination. The floating invigilator should normally stay in the main venue but will visit the special venue at regular intervals during normal examination time, and after the normal examination has finished, s/he should stay in the special venue to provide support to invigilation, since the invigilator may have to leave the room temporarily (e.g. given the need to answer the call of nature). If the student is allowed a toilet break, an invigilator of the same gender should escort the student to and from the washroom in order to minimise the possibility of cheating.

(Dec 2020)