

Student FAQs for End of Semester 1, 2020 Exams

Frequently Asked Questions

<p>How do I request my Special Examination Arrangements [SEAs] for the end of semester exams?</p>	<p>If your Education Access Plan (EAP) recommends Special Exam Arrangements (SEAs) and you require these adjustments for your end of semester exam, that wherever possible, you are required to contact your course convener 5 working days prior to an examination, as they are the only ones who can implement the adjustments for online assessment items.</p>
<p>What happens if my exams will be conducted using Proctorio?</p>	<p>For students that have Special Exam Arrangements for exams, including rest breaks, extra reading time and/or extra writing time, the time should be bundled to create a new finish time for on-line assessment items.</p> <p>If your EAP recommends rest breaks, extra reading time and/or extra writing time, that wherever possible, you are required to contact your course convener 5 working days prior to an examination, as they are the only ones who can make adjustments for online assessment items.</p>
<p>What happens if I require rest breaks?</p>	<p>For students that have rest breaks, the time should be bundled to create a new finish time for on-line assessment items.</p> <p>If your EAP recommends rest breaks, that wherever possible, you are required to contact your course convener 5 working days prior to an examination, as they are the only ones who can make adjustments for online assessment items.</p>
<p>What happens if I need Extra Reading and/or Writing Time?</p>	<p>For students that have extra reading time and/or extra writing time, the time should be bundled to create a new finish time for on-line assessment items.</p> <p>If your EAP recommends extra reading time and/or extra writing time, that wherever possible, you are required to contact your course convener 5 working days prior to an examination, as they are the only ones who can make adjustments for online assessment items.</p>
<p>What if I require assistive technology to produce exam answers?</p>	<p>Students that have assistive technology documented on their EAP, will be permitted to use the recommended software/equipment during their end of semester exams (unless it breaches exam conditions). This may include software such as Voice Recognition (speech to text), spelling/grammar checkers, on-screen print enlargement and Natural Reader etc.</p> <p>Students that require a scribe or other reasonable adjustments to assist with producing exam answers as documented on the EAP, are requested to urgently email access.inclusion@anu.edu.au.</p> <p>ANU <u>will not</u> loan software/equipment to students for end of semester exams. If the student is registered with A&I and requires information/ assistance relating to the use of assistive technology during exams, they may urgently email: access.inclusion@anu.edu.au</p>

<p>What if I require other flexible time arrangements?</p>	<ul style="list-style-type: none"> • Scenario 1- If you require changes to scheduled exam times within a given day. If your EAP recommends adjustments that require morning exams in preference to afternoon or evening exams, that wherever possible, you are required to urgently contact each of your individual Course Conveners at least 5 working days prior to an examination to discuss rescheduling the assessment time. • Scenario 2- If you require changes to scheduled exam dates and/or times within the exam period. If your EAP recommends extra time to complete an exam/s so that, where possible, rest days are scheduled between exams, that wherever possible, you are required to urgently contact each of your individual Course Conveners at least 5 working days prior to an examination as they are the only ones who can make adjustments for online assessment items. • Scenario 3- Exams split into more than one session. If your exam recommends splitting it into more than one session, either on the same day or on successive days, that wherever possible, you are required to urgently contact each of your individual Course Conveners at least 5 working days prior to an examination, as they are the only ones who can make adjustments for online assessment items. <p>Note: Students may be requested to sign a Statutory Declaration where exams are held at a different time to the scheduled time.</p>
<p>How soon can I expect to receive a response from my Course Convenor?</p>	<p>If you have not been contacted by your Course Convenor within 48 hours from the date of your scheduled on-line assessment, contact your relevant School/College student administration office or Access and Inclusion.</p>
<p>What happens if I become unwell during an exam?</p>	<p>If students become extremely stressed, experience an exacerbation of their existing condition/s and/or require extended breaks during an exam, they may be eligible to apply for Special Consideration as per the Special Assessment Consideration procedure or a Deferred Examination if they abandon the assessment item.</p>

From all of us at A&I and EGAP we thank you for your patience and goodwill during this time.

If you have any further questions, please feel free to contact either:

- Access and Inclusion access.inclusion@anu.edu.au, or
- Examinations Office examinations.officer@anu.edu