



## SPECIAL EXAMINATION ARRANGEMENTS FORM

Before you hand in this application you must read section 33 of the Examination Regulations (back side of this form)

Name: \_\_\_\_\_  
 Study programme: \_\_\_\_\_  
 Student number: \_\_\_\_\_

**Closing date for applications:**

Autum semester: 15 October

Spring semester: 15 March

Or at least 2 weeks before an examination held outside the ordinary examination period.

Please specify the need for special arrangements:

The need for special arrangements is limited / only this semester (fill out PART A)

The need for special arrangements is permanent / chronic condition (fill out PART B)

A separate application must be made each semester. Exemptions can be made regarding chronic conditions. You will be notified about the result of your application in an e-mail to your student e-mail account.

**PART A – Fill out if the need for special arrangements is limited to this semester.**

Specify the need for special arrangements per exam in the table below.

Course code	Course title	Exam date	What special arrangements would be needed for you to take the exam?

**PART B – Fill out if the need for special arrangements is permanent / chronic condition.**

Specify the need for special arrangements per form of assessment (e.g. "Written examination") in the table below.

Form of assessment	What special arrangements would be needed for you to take the exam?

**PART C – Additional information (can be used independently of which part you have filled out above).**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Special exam arrangements can only be provided if you provide some form of medical evidence (e.g. doctor's certificate or other expert statement). We kindly ask that the doctor's / specialist's statement is preferably given on "Special examination arrangements – additional information".

\_\_\_\_\_  
**Place** **Date** **Signature**

The completed application form must be handed in or sent to the examination office at your campus.



## § 33. Special examination arrangements

- 1) Students who for medical or other reasons have a need for special examination arrangements in connection with an examination must apply for a special examination arrangement by set deadlines. The need must be documented with a doctor's testament or a note from another relevant professional (for example, a psychologist or speech therapist). This document must contain a specification of the need for a special arrangement during the examination.
- 2) Exemptions from the deadline can be granted when the need for the special arrangement has occurred after the deadline has expired. This shall be documented in the doctor's testament. Exemptions from the deadline can also be granted in other special circumstances.
- 3) Applications for special arrangements must be presented to and processed by the university for every ordinary examination period. For candidates with chronic illnesses, the university can waive the requirement of applying each semester.
- 4) The principal of anonymity shall be upheld as far as possible while examinations are being assessed.
- 5) The following special examination arrangements can be granted:
  - a. Up to 10 minutes' extra examination time per hour, maximum one hour, for written examinations. Under special circumstances, extra time beyond this may be granted.
  - b. For take-home examinations and other larger written assignments, an extended deadline for submission can be granted due to illness or other reasons the university accepts. Extended deadlines can also be granted after an examination has begun, as long as there is documentation that the need for an extended deadline came up after the examination began. An extension cannot be granted after a submission deadline has expired.
  - c. In consultation with the faculty which is responsible for the specific course, permission to use a dictionary can be granted to candidates who have reading and writing difficulties.
  - d. Candidates whose mother tongue is not Norwegian, Swedish or Danish are allotted extra examination time the first 2 semesters they are registered at the university or have confirmed their education plan. This also applies to candidates whose mother tongue is Sami. Candidates who have studied 3 years at Norwegian high school and candidates who are Norwegian citizens are treated as students who speak Norwegian as a mother tongue.
  - e. Foreign candidates are normally allowed to use translation dictionaries.
  - f. Students with reading and written difficulties and others with documented needs can be given the opportunity to use a computer for written examinations.
  - g. Alternate forms of assessment can be used for candidates who cannot take examinations using ordinary modes of assessment due to chronic illness. This decision is made in conjunction with the faculty which has academic responsibility for the specific course.
  - h. In instances where an oral examination is decided to be the alternative to a written examination, the oral examination shall be documented so that the student must be able to appeal the assessment.
  - i. Under special circumstances other arrangements not mentioned in this section can be granted as far as is practically possible.



## SPECIAL EXAMINATION ARRANGEMENTS – ADDITIONAL INFORMATION

To be completed by a doctor/specialist

Name	Birth date and Norwegian ID number

*In accordance with section 33 of the Examination Regulations for the University of Agder*

1. Give a short description of the illness/disability/diagnosis. (In order to ensure proper administrative treatment of the application we recommended that this section should be filled out. Remember that the case officer at UiA is bound by legal confidentiality requirements.)

2. Specify whether the condition is permanent and/or seasonal

3. Give a brief description of the type of examination most likely to be affected by the condition (oral, written, home examination etc.)

4. Give a description of the arrangements that will be needed for the student to take the exam (extra time, PC, spell check software, avoid use of copy paper, breastfeeding/nursing break, own room, special equipment etc.)

5. Other (please specify)

Place	Date	Doctor's/specialist's signature and stamp