**DISABILITY SUPPORT SERVICES**

**Alternative Test/Exam Arrangements Application Form**

* **TWO WEEKS** notice must be given for requesting ‘in class test’ assistance.
* **All applications for final exams must be given THREE WEEKS notice –** support is **NOT** guaranteed if requests are handed in late.
* It is your responsibility to confirm all test/exam details with your lecturer and/or programme administrator before handing in the form to DSS staff.
* Please direct all queries to Disability Support Advisor - 09 968 7668, 027 568 7669

**Email completed form to**: [disabilty@manukau.ac.nz](mailto:theresa.fa’auma@manukau.ac.nz)

* If there are any changes to the test/exam date, time, venue provided prior to the test/exam DSS requires a **minimum of 3 days notice**

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| --- | --- |
| **STUDENT INFORMATION:** | |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**TEST / EXAM IMFORMATION:**

**Programme of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lecturer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Paper Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Exam Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Exam Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tick one of these options  Exam Online  Exam Onsite**

**Length of exam (NOT INCULDING extra time): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Extra time needed (minutes per hour): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please tick which test/exam supports you require for your test/exam:**

Enlarged Text (please indicate what size and font are required: \_\_\_\_\_\_\_\_\_\_

Adaptive Technology (please state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use of computer (specific programme requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reader

Writer

Invigilator

Separate Room

NZSL Interpreter