**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

* 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**

|  |
| --- |
| **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