

EXTENSIVE INFORMATION ABOUT ACCOMMODATED EXAMS

Examples of grounds for accommodation:

- **Dyslexia**
- **Illness**
- **Medication**
- **Pregnancy/breastfeeding**
- **Physical or psychosocial impairment**
- **Students with a minority language**
- **Other causes of work/study impairment.**

Allergies/asthma does not automatically grant the right to extended time on an exam. The statement from your GP/health professional must contain a specific recommendation about how much extra time is needed, together with information about the extent and duration of the symptoms.

Pollen allergies is normally not considered as sufficient grounds for extra time. If you due to pollen allergies experience symptoms that cause acute need for extended time during your exam, you may apply for accommodation. You must submit documentation that states this need.

Exam anxiety can sometimes be so debilitating that it provides the grounds for applying for accommodated exams, even if it does not in itself automatically grant the right to accommodated exams. When applying, the student must document his/her needs, together with information about the extent of the anxiety and specific recommendation as to how they may be accommodated.

Examples of measures taken to accommodate an exam

There are a number of reasons why students may be in need of exam accommodation. Below are listed a number of accommodation measures. Note that the documentation submitted by the student must clearly state that there is a need of the measure for which (s)he is applying.

Extended time:

Students whose applications are granted may be given extra time to take their exams.

Normally, this entails:

- Written exams:
 - 25 % – and maximum one hour – extended exam time. Normally, this translates as:
 - 2-hour exams: A 30-minute extension
 - 4 to 6-hour exams: A 60-minute extension
- Home exams:

- An extension up to 48 hours may be given, including Saturday and Sunday, if this is supported by the documentation provided.
 - 8-hour exams: A 1-hour extension
 - 3-day exams: A 24-hour extension
 - 1-week exams: A 48-hour extension
- Study requirements:
 - At a short test (a study requirement/mandatory class activity) that lasts 1–2 hours, a 15 to 30-minute extension may be granted.
 - When the student is to submit a draft, the teacher responsible for the course can grant the student a few days' extension in the case of acute illness or sick leave (the time granted may equal the duration of the illness, e.g., a week's sick leave gives a week's extension, but the course coordinator must exercise her/his judgment here).

Extended time to rest:

The student may be granted up to one hour of rest (which does not count as extended writing time) outside of the exam room, in order that the student may recuperate. The time taken during the resting breaks are noted down by the invigilators and added to the exam time.

Extended time to breastfeed:

In case of breastfeeding, the invigilators write down the time spent, and add it to the exam time.

Spell check programs: The standard program used for written school exams is Wiseflow on the students' own computer, but we also have a licence for LingDys (only available in Norwegian). It is the student's own responsibility to gain sufficient knowledge about the program they wish to use.

Dyslexia:

If the reason for the accommodated exam is dyslexia, the exam committee grading your exam will be informed about this, but your identity remains anonymous.

Separate room:

Students with physical or mental disabilities may be in need of shielding themselves from other students. They may therefore be granted the use of a smaller room, a separate room, or access to a resting room during the exam.

Alternative exam arrangements:

Students who due to chronic illness or disability are unable to take the set form of the exam, can apply for alternative exam arrangements, e.g., a home exam, oral exam, or an oral-written exam instead of a written test. A separate application must be made for each exam in question, and will be granted by the course coordinator if the documentation submitted demonstrates sufficient grounds for alternative arrangements.

Oral recitation of the exam question(s):

Students with vision impairment or dyslexia may apply for and be granted an oral delivery of the exam questions and/or submission. The invigilators will read it out loud somewhere outside of the exam room.

A different mother tongue:

Dictionary: If your mother tongue is not Norwegian, Swedish, or Danish, you can apply to use a dictionary from/to your own mother tongue, or a Norwegian-Norwegian dictionary. Your

application must state which dictionaries you wish to use. You are responsible for bringing your own dictionaries to the exam. They must be simple dictionaries and must be free of notes.

Your own Bible: You can also apply to bring a Bible written in your mother tongue, if the Bible is included on the list of approved support material. The Bible must be free of your own notes, but you are allowed to underline the text.

Submitting an exam in your own mother tongue: If scandinavian isn't your mother tongue, you can apply to write your exam in your native language. You have to apply to do so, but you don't have to document that you are using another mother tongue. It is sufficient that you meet up *in person* at the advisor's office. In courses that are taught in English there is no need to apply for writing the exam in English.

- The general rule at MF is that you may submit an exam in a language other than Scandinavian insofar as we are able to find an examiner who is able to read it. Therefore, whoever wishes to submit an exam in a language other than scandinavian must apply to do so in advance, so that we may find out whether we have any examiners with sufficient knowledge of the language in question.

Other potential ways of accommodating an exam include:

- **Deaf interpreter** during the oral exam
- **Adjusted exam problem sheet** (enlarged, on a memory stick)
- **Office chair, footstool, or larger table**

Contact us

If you are unsure about how your own needs may best be accommodated, if you need help with filling out the form, or have any other questions, contact the adviser for students with special needs, Torunn Johansen, tel. 22 59 06 37, e-mail: tilrettelegging@mf.no – for further guidance and counselling.