



# Alternative Exam Arrangements

The Academic Office welcomes contact from any student considering applying for alternative exam arrangements.

You can contact us at **[academic.office@linacre.ox.ac.uk](mailto:academic.office@linacre.ox.ac.uk)**.

Applications can be made for exam adjustments owing to disability and/or illness.

Adjustments may include extra writing time, use of a computer, rest time, or use of assistive software.

## How to Apply

- Contact the academic office or your DAS advisor, who can advise on reasonable adjustments and what information you will need to provide to support an application for those adjustments to be considered.
- Contact the Disability Advisory Service who offer a range of services to you in your studies and assess requirements. They can provide a Student Support Plan, which may be used in evidence for an application for adjustments.
- Provide evidence to the academic office to support your request (additional assessment/s may be required to evaluate your needs).
- The academic office will submit an application for consideration on your behalf.
- The Proctors make the final decision on whether to approve the adjustments requested.
- Approved adjustments will be notified to the academic office and your course organiser/s.
- Your approved adjustments will be visible to you in self service and your individual exam timetable (when this is published).



## When to Apply

You should apply for exam adjustments after matriculation and no later than Friday of Week 4 of the term before the exam is due to take place. It is your responsibility to request exam adjustments and provide any supporting evidence required. Requests may, for urgent reasons, be considered nearer to the date of your exam.

## What Evidence is Required?

### **SpLD (Specific Learning Differences)**

An educational psychologist's or specialist teacher's report should be provided to the Disability Advisory Service who will arrange a summary sheet to be produced by the university's SpLD specialist. Your assessment must meet the University of Oxford's Guidance on SpLD Diagnostic Assessments.

### **Long term conditions and disabilities**

You should undertake an assessment with the Disability Advisory Service, who will review professional assessments and/or medical evidence and make a recommendation on suitable adjustments to exams as part of your Student Support Plan (SSP).

### **Religious observance**

A letter from your faith leader.

### **Infection**

A medical form from your college doctor.

### **Injuries and surgery**

A medical form from your college doctor.

### **Changeable conditions (i.e. anxiety, RSI, tendonitis, etc.)**

Your evidence should address the duration of your condition and what medications are being used to treat the symptoms.