



Alternative Exam Arrangements Fact Sheet

The following points outline the Alternative Exam Arrangements protocol. Please read these points carefully in relation to additional reasonable accommodations.

- 1) Alternate Arrangements are only for use by students in need of particular consideration during the **official examination period on a temporary basis**. The definition of temporary is for **one exam session only** during the course of your studies at University of Galway. If the request for exam accommodations will be for more than one exam session i.e. ongoing, the student is advised to register with [Disability Support Services](#) or to request advice from the [Counselling Service](#) or [Student Health Unit](#).
- 2) Alternate Arrangements do not automatically allocate extra time. Only students with detailed medical reports specifying that extra time is needed will be allocated extra time.
- 3) No extra marks are given for sitting exams in an Alternate Arrangement venue.
- 4) All applications must be supported by a current Medical report. Medical reports must meet the following requirements:
 - i. Students must supply a recent medical report which must cover the exam period and be dated within 4 weeks of the application.
 - ii. Medical reports must not be authored by family members, relatives, or individuals personally acquainted with the student.
 - iii. It must confirm a specific diagnosis of an injury or a temporary condition.
 - iv. It must be from a GP or other health professional e.g. hospital consultant, counsellor etc.
 - v. Please ensure your documentation is signed and stamped or it may not be accepted - we will not accept word documents, emails or phone numbers to call medical professionals.
 - vi. It must be on headed paper.
 - vii. It must contain your name and details.

Please note appointment letters and out of date medical reports will not be accepted.

- 5) Where a medical report states that a student is unfit / unable to sit exams /attend College/work, the Examinations Office protocol is that alternate exam accommodations will not be provided. In such cases, students are advised to contact their College Office for advice, as soon as possible.
- 6) Students will be allocated reasonable accommodations e.g. to rooms with other students who require additional exam accommodations. Allocation of a room alone is only available when recommended by the [Disability Support Service](#).



- 7) While taking your exams in an Alternate Arrangement venue, you are not entitled to take coffee/tea/walk breaks during examinations unless breaks are specifically stated on your detailed medical report.
- 8) Where a hand/arm/wrist injury means that a student cannot write, the student will be assigned to a PC in an Exam PC suite to type the exam and will be allocated 20 minutes extra in total to complete the exam. In exceptional circumstances, a scribe will be assigned and the student will be allocated 20 minutes extra in total to complete the exam. Feedback from students assigned a scribe on a temporary basis indicates that it can be challenging for students without previous experience of an exam with a scribe. In this case, students are strongly advised to seek advice in advance from their lecturer, Discipline/School about the most appropriate exam accommodations.
- 9) [Examination regulations](#) apply in the Alternate Arrangement venue as for all exam venues. Every student is bound to inform themselves of the regulations governing examinations.
- 10) If you are taking your examinations in an Alternate Arrangement venue and are pregnant, please notify the Invigilator.
- 11) While the Examinations Office will do everything in their power to ensure that reasonable accommodations are made, it is not always possible to accommodate each student's specific needs.
- 12) Alternate Arrangements is **not** for use of students who have **contagious illnesses** e.g. COVID, swine flu, mumps, chicken pox, measles, gastroenteritis etc.
- 13) If a student has a medical condition or illness, either immediately prior to or during examinations, they are advised to attend their own GP or the Student Health Unit doctor to get certification stating whether they are contagious or a risk to others. The Examinations Office protocol is that students with a condition/illness that is contagious or that poses a risk to others are not permitted to attend examinations **(even in isolation, as invigilators would still be at risk)**. Students are advised to remain off campus until they are well enough to return. Students should attend only when a medical professional deems that they are fit to sit examinations and are no longer contagious.
- 14) Any student who are unable to attend examinations for medical reasons are advised to contact their College Office prior to their exam or at the earliest convenience.

**By submitting this form, you are declaring that you understand
the points outlined above in regards to Alternative Exam
Arrangements for your examinations.**