

ADDITIONAL ASSISTANCE IN EXAMINATIONS

Massey University is able to provide assistance in examinations for students with a permanent impairment or other conditions such as injury, pregnancy or OOS (Occupational Overuse Syndrome). If you believe that you may require additional assistance for your examination such as a reader/writer, extra time, ergonomic equipment, use of a computer, separate/home supervision, please complete this form and the **ALTERNATIVE EXAMINATION ARRANGEMENTS SUPPORTING MEDICAL DOCUMENTATION** over the page, and return to the address below.

PERSONAL DETAILS

Surname: _____

Forename: _____

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Email: _____

Phone: _____

Street address: _____

Suburb: _____

Town/city: _____

Postcode: _____ Country: _____

MODE OF STUDY

(please tick)	Manawatū	Auckland	Wellington
<input type="radio"/> Internal only: Please select campus:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Distance Learning and Internal: Please select campus:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Distance Learning/Block only.			

Please briefly state the reason why you require additional assistance with your examinations:

Please supply the completed **ALTERNATIVE EXAMINATION ARRANGEMENTS SUPPORTING MEDICAL DOCUMENTATION** form. A medical certificate is not sufficient.

If you have a learning disability, please supply a formal learning assessment.

CONFIDENTIALITY

Massey University undertakes to protect the confidentiality of personal information which you provide as part of your enrolment, in accordance with the provisions of the Privacy Act 1993. The uses and protection of personal information are specified in the declaration which you sign on your enrolment application.

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date signed:

Signature of applicant: _____

Please return to:

Online Learning Environment
Massey University
Private Bag 11222
Manawatū Mail Centre
Palmerston North 4442
exams@massey.ac.nz

ALTERNATIVE EXAMINATION ARRANGEMENTS SUPPORTING MEDICAL DOCUMENTATION

To be eligible for consideration where your condition is pre-existing or forewarned, you must apply no later than nine weeks prior to the start of the relevant examination round.

Confidential report to support student application for alternative examination accommodations. If you have a specific learning disability, or require the use of a computer, contact Assessment Services.

Section A (To be completed by the student)

Surname: _____

Forename: _____

Date of birth:

Day	Month	Year

Student ID:

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Section B (To be completed by registered medical practitioner)

Impairment/Disability/Medical Condition – Please explain how it may impact on examinations. Note: this information is confidential to examinations staff only.

This condition is permanent? Yes No

If no, arrangements need to be reviewed on (date): _____

In order to give the student equitable exam conditions, please note your recommendations below:

Does the student require extra time in an examination situation? Yes No

The extra time of 10 minutes per hour is to be used for:

Rest breaks* Writing** A mixture of both

* Rest breaks – if student has extreme fatigue, needs to stretch, move around, take toilet breaks, attend to personal needs, or feed a baby.

** Writing – if student is slowed down by format of question paper, thought processing is slowed, or method of answering is time-consuming e.g. only able to write very slowly, or if using a writer supervisor.

A writer supervisor (extra time of 10 mins per hour of examination is granted automatically)

A reader-writer supervisor (extra time of 10 mins per hour of examination is granted automatically)

Other (please state):

Name: _____

Date: _____

Street address: _____

Suburb: _____

Town/city: _____

Membership of professional body: _____

Signature: _____

Stamp here:

Please use your official stamp on this document or quote your professional registration number

Please feel free to provide additional information on separate sheets.

Please return with your enrolment form or send to

**Assessment Services, Online Learning Environment
Massey University Private Bag 11222
Manawātū Mail Centre Palmerston North 4442**

exams@massey.ac.nz