

Guidance Notes – Applications for Assessment Modifications

All modification request forms must be submitted by the published deadlines for each assessment/examination period - January, May & August. Failure to do so will mean that any new modifications will not be in place for the upcoming examinations/assessments.

All requests are provisional until confirmed by an Assessment Modifications Board. The Assessment Modification Board meets in November, March, and July each Academic Year. Following confirmation by the Board all students will be notified of their approved modifications.

Once confirmed, all exam modification recommendations are kept in place for the duration of the student's study on the named course. If a student transfers to a different programme or restarts on a new programme, they should contact the Inclusion or SpLD Teams to discuss their modifications as a revised form should be completed.

If a proposed recommendation cannot be agreed at the Assessment Modifications Board, and there is no alternative assessment available for a particular programme, the student may be referred to an individual meeting within their Faculty to find an appropriate outcome.

If a student's circumstances and needs change, a new form must be completed to amend any previously agreed exam modifications. The new form will then be considered at the next Assessment Modifications Board.

In advance of each examination period, the venue of each examination for students with agreed modifications will be confirmed by email by the Assessment Team in Academic Registry.

Individual rooms for examinations may be arranged in exceptional cases and must be approved by the Assessment Modification Board. While every effort is made to ensure that each student's venue requirement is met, this may not always be possible due to room availability.

If a student does not require an individual room, they will usually be situated in a small group room with other students (up to a maximum of 14).

Academic Registry cannot guarantee what venue a student will be placed in for their examinations and students will not necessarily be placed in the same venue for each exam.

If a modification request includes the provision of a reader and/or scribe, this will automatically be arranged for all examinations. Please note, upon requesting a reader/scribe for your examination, you are agreeing for your details to be passed to our recommended external support worker agency who will contact you separately to confirm the arrangements.

If a modification request includes the use of a computer, this will be a desktop PC only – not a Mac, Laptop or other device. Students will be placed in a room with other PC users unless an individual room has been approved.

Class tests and/or other timed assessments are coordinated separately by each department. As such, students with agreed modifications should contact the module tutor in order to make them aware of their requirements.

If there are any queries regarding examinations or assessment modifications, the point of contact is the Student Assessment & Examination Modifications Officer in Academic Registry. Telephone: 01695 657473 or email: AR-Examinations@edgehill.ac.uk

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<https://www.edgehill.ac.uk/wp-content/uploads/documents/Data-collection-notice-202324.pdf>