



## **Policy on Alternative & Special Examination Requirements**

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<b>Other documents referenced</b>	
<b>Related documents</b>	University Assessment Regulations Undergraduate and Taught Postgraduate

<b>Version Number</b>	<b>Date issued</b>	<b>Author</b>	<b>Update information</b>
V1.0	7.08.2014	Registry	First published version
V1.1	16.09.2014	Registry (Exams)	Updated deadline and added clarification regarding British Council as preferred venue.
V1.2	17.08.2015	Registry (Exams)	Fee update at 2.6.8 (now £100)
V1.3	25.08.2022	Academic Quality and Development	References to MITS replaced by Fit to Sit.

# 1 Arrangement for Students with Special Requirements

## 1.1 Obtaining Approval for Appropriate Assessment Arrangements

- 1.1.1 Applicants or students who have notified the University, at application stage, of an impairment or condition which may impact on aspects of teaching or assessment practices will be invited by the Positive Living & Disability Service to attend a meeting at which their needs will be assessed. This 'Needs Assessment' will include consideration of need for adjustments to examination and class test arrangements.
- 1.1.2 Students who subsequently disclose an impairment or condition, during the course of their studies, or who subsequently acquire an impairment or condition, or who may reasonably be considered to be disabled (although they may have not previously disclosed or recognized this) should be referred to the Positive Living & Disability Service for a confidential discussion, and Needs Assessment (if appropriate).
- 1.1.3 The Positive Living & Disability Service is an accredited Assessment Centre, and Needs Assessments are conducted in compliance with guidance issued by the Scottish Government in the 'Toolkit of Quality Indicators'. Recommendations for adjustments to academic examinations will only be made where there is evidence of likely substantial disadvantage (related to the impact of disability) without such an adjustment. In all such cases, the Positive Living & Disability Service will require, and retain, appropriate documentary evidence of the specific nature of impairment or condition. This may include:
  - a) For students with a specific learning difficulty, such as dyslexia, an Educational Psychologist's report;
  - b) A statement from an appropriately qualified medical professional, such as a GP, Consultant, Occupational Therapist, Audiologist, Psychologist or Psychiatrist.

## 1.2 Formal Diet Examinations

- 1.2.1 The Examinations Office, based within the Registry, puts in place arrangements that are consistent with the adjustments recommended for individual disabled students by the Positive Living & Disability Service. This may include the allocation of additional time, separate venues, venues restricted to students with additional exam arrangements, use of computer, scribes/readers, or any other reasonable adjustment agreed with the Academic School.

## 1.3 Notification of Exams Arrangements

- 1.3.1 The Positive Living & Disability Service will notify the appropriate School, in writing of students' exam needs. Academic Schools are responsible for ensuring that these details are communicated to the Registry Examinations Office prior to every exam diet for the duration of the student's course. A deadline for notifying Registry will be published by the Examinations Office prior to each exam diet. If details are not forwarded by the School by the deadline it is the responsibility of the School to ensure arrangements are put in place.
- 1.3.2 Cases where failure to meet the deadline was caused by late assessment of the student's needs by the Positive Living & Disability Service (due to either late disclosure or late diagnosis/acquisition of disability) will be considered by the academic school and Examinations Office (with recourse to advice from the Disability Service, as appropriate) on an individual basis. In such cases, a reasonable adjustment will be sought for the immediate exam diet, within the resources and timeframe available.

## 1.4 Class Assessments (Academic Units)

- 1.4.1 In ensuring consistency for class assessments, students will be entitled to the same or comparable support arrangements which are in place for examinations in the formal diets of January, April/May and August (resits).

1.4.2 It is the responsibility for Academic Schools to administer such arrangements for class assessments.

## **2 International Students undertaking Resit Examinations at Other Institutions**

### **2.1 Policy**

2.1.1 It is University policy that all students must attend the University for their examinations in January and April/May and also the resit diet in August.

2.1.2 For all students who are required by programme or other GCU regulations to be located elsewhere during an assessment period and are unable to attend examinations (e.g. work placement, GCU Sports Bursaries), the host School, in consultation with the Programme Leader and Examinations Office will be expected to make suitable arrangements for students. No fee will be charged for such students.

2.1.3 Where students believe that they are unable to attempt examinations due factors such as illness, a declaration under the [Fit to Sit Policy](#) can be considered.

### **2.2 August Resit Diet at Other Institutions**

2.2.1 For any student who is unable to attend the University for the August resit diet, the University will provide, only in the circumstances specified in 2.2.2, a service which will allow such students to apply for prior permission to take their resit examinations at other institutions. The exercise of this right is contingent upon the student following the procedure set out in paragraph 2.6.

2.2.2 The entitlement to make use of this service will be limited to students who have received an Assessment Board decision requiring them to take (re)-sits and who are unable to be in Glasgow or London (based on their main campus of study) due to

- a) Residence for personal reasons over 500 miles from Glasgow or London (based on your main campus of study); and/or
- b) Medical reasons, certified by a duly qualified General or other Medical Practitioner, which would not preclude an attempt at an examination but would preclude travel to Glasgow or London for such an attempt.

2.2.3 For the avoidance of doubt, for the purposes of these guidelines, “personal reasons” do not include holidays and non-placement summer employment.

### **2.3 Incoming Erasmus exchange/study abroad students**

2.3.1 Each School will operate and administer their own policy for incoming Erasmus exchange/study abroad students. This will include an Incoming ERASMUS handbook, for ALL incoming students to the School, outlining key staff, both pastoral and administrative support, in addition to the International Office staff pages. Definitive dates of academic calendar including resit assessment period, and guidelines thereon with regard to communication of results and result dates, at first and second diet, with the student and the partner institution.

### **2.4 Incoming Erasmus exchange/study abroad students and failure at first diet**

2.4.1 Each School will operate and administer their own policy for incoming Erasmus exchange/study abroad students who fail formal examinations at the first diet. Students will be informed of the policy and arrangements for resubmissions at the beginning of their period of study at GCU, i.e. when students are first introduced to a module by the module leader.

2.4.2 Schools may require students to take the formal resit examination or, for example, ask students to take an alternative piece of work (such as a coursework) instead of a formal examination.

2.4.3 Where an alternate form of assessment is not permitted, for example, by a Professional or Statutory body then the student should undertake the same resit examination as GCU students at their home

institution (at the same time as GCU students and administered by colleagues at the home institution and by School administrators at GCU)

- 2.5 The University retains the right to withdraw from the arrangement at any stage if it cannot be satisfied, at its sole discretion, on the security of the examination or for any other reason associated with the administration of the examinations(s). In such cases, the application fee for the examination will be returned to the student. In cases where the student withdraws from the arrangement, application fees will not be refunded.
- 2.6 Procedure to be followed by Applicants
- 2.6.1 You can only apply for this service after you have received your Assessment Board decision requiring you to take (re)-sits.
- 2.6.2 Students may apply for this service by completing an application form, available from the Registry.
- 2.6.3 The completed form must be submitted to the Registry Examinations Office no later than 8 weeks prior to the start of the August diet.
- 2.6.4 No exception will be made for submission outwith this timescale.
- 2.6.5 Registry will review your application form in order to confirm your eligibility for the service with regard to the criterion that for personal reasons you reside over 500 miles from your main campus of study. The decision of the Head of Registry in this respect is final.
- 2.6.6 All applications must be authorised by the appropriate academic department responsible for the student's programme. This will include confirmation that the personal reasons indicated on your application form which require you to reside over 500 miles from your main campus of study at GCU are valid.
- 2.6.7 It is the student's responsibility to locate an establishment to sit their exam(s). Students must first look to take their exams at a British Council Office. If there is no British Council office in their home country or the British Council is unable to host the exam(s) they should look for an alternative venue which must be an Institute of Higher Education. No other type of establishment will be considered appropriate.
- 2.6.8 The University will apply a fee of £100 for each examination taken at a host institution under this procedure. The fee is payable at the time of application.
- 2.6.9 Students will also be liable for any administrative fee charged by the host institution.