

Disability Services

Students Guide to Modified Assessment Provisions (MAPs)

MAP exams do not appear in the main timetable and individual timetables are sent to students separately via email. There are different types of MAPs.

Extra time (ET) - how does it work?

- All students are given a copy of their Student Support Document (SSD) which details their extra time provision.
- Invigilators will be aware of your extra time provision and will keep track to ensure students are given the correct amount of additional time.
- Students do not have to take the extra time if this is not required.
- Students who have been allocated extra time may have a different start time to the rest of their cohort.

Supervised Time Breaks (STB)

How are the time breaks given?

- Students are advised to raise their hands to attract the invigilators attention to the fact that they want to take their time break.
- Students who have this arrangement may take the maximum of their designated time break, as detailed in their SSD, **per hour**.
- Students are limited to their time breaks on an hourly basis. They are unable to carry forward unused minutes into the next hour of their exam. For example a student with 20 minutes per hour STB is required to take the 20 minutes in each hour of the exam. They are unable to 'rollover' any time not taken in each individual hour to another hour of the exam.
- Students do not have to take this time if they choose not to; invigilators should be guided by the student.
- The break time does not count as part of the student's examination duration as it is "pen down time", i.e. the students should not be writing.
- If an invigilator is not available to administer the time break at the moment a student makes their request it may be that the student has to wait a short time period. If this is the case the time not used within that hour can be carried over to the next hour.

Where does the time break happen?

- Students can choose to stay at their desk as long as their activities are not disruptive to fellow students.
- If a student elects to take their break at their desk then the invigilator is responsible for turning over the student's paper to denote the start and end time of the time breaks.
- Students who choose not to stay at their desk are expected to take their break outside the examination room. This does not apply to students with their own rooms.
- Smoking during time breaks is not permitted.

Can students take food into the examination room?

- Students using computers cannot have water by a computer; however they can have a drink on a separate table, at a designated area in the room.
- Candidates may be permitted to bring in food (provided it is not odorous or could cause a distraction to other students) and bottles of water or soft drink must be opened before the start of the examination.

What other items could a student bring into the examination room?

- Any additional equipment allowed to be brought into the examination room will be detailed in a student's SSD.
- This equipment may include a back rest or cushion or other ergonomic equipment for example an ergonomic mouse.
- Invigilators should call the Exams Office if they have any queries about individual items which students bring in to the examination room.
- Students may bring in insulin/medication: It will sometimes be necessary for a student to administer medication or insulin during the exam. Students will usually be given extra time or time breaks for this so that they can use the toilet for this purpose. Disability Services will notify the Exams Office in advance and the extra time will be noted in the student's SSD.
- Items not listed on a student's SSD may be in breach of examination rules.

Can students use the bathroom during an exam?

- A student can request a bathroom break during an exam but may need to wait until an invigilator is free to be able to accompany them.
- If a student is taking a bathroom break, which is not part of a supervised time break, then no additional time will be permitted to go to the bathroom.
- Students with specific medical conditions may be given supervised time breaks for this purpose and details of this requirement will be in their SSD. Students will be supervised during this break by an invigilator.

What is the support worker's role in and outside the exam room?

- Some students may be supported by a support worker ie. a non-medical helper, who may accompany the student to the door of the exam venue for support purposes.
- In exceptional circumstances, as noted on the students SSD, support workers may accompany the student into the exam venue and possibly introduce the student to the invigilator.
- All support workers must leave the room, before the exams starts, although they may remain outside the venue for the duration of the exam.
- On some occasions students with modified assessment provisions may leave the exam venue during a timed break. On occasions, a support worker may provide the student with support in managing their condition during that break with a view to supporting them to return to the assessment successfully.
- Invigilators will be present during any conversation between a student and their support worker.
- Students may converse with their support worker outside the exam room in their time breaks. However, the invigilator's permission should be sought before any conversation takes place.

- Any communication between the support worker and the student will be witnessed by the invigilator and should only relate to the support strategies needed e.g. anxiety reducing techniques. Any advice given by the support worker should not contain any reference to academic content.
- Invigilators will not talk to the student during a break unless the student instigates the conversation.

What does a student do if they have experienced a problem in the exam?

- Please notify the invigilator in the first instance. If they are unable to assist or resolve the issue then the student should contact their school office.
- The Listening Post is open Monday to Friday from 10-00am to 4-00pm in the Learning Gateway and is available to support you. There is no need to make an appointment to see the Listening Post and you are welcome to drop-in as you need. This service is available during term time only. Outside of these times please call 01752 587676 and ask to speak to the Duty Counsellor