

Procedure; specific facilities for exams

The UT offers students the opportunity to use extra facilities for an exam. If students wish to take advantage of this, they may register their interest at the beginning of the academic year with the study adviser. The study adviser decides whether a student may have permission to use the extra facilities.

Each year, the study advisers submit an overview containing which students have permission to use the extra facilities. Based on this file, the "extra facilities pass" (SMEB)-pas) are made by the Examination Office. This card means students can show at an exam that they have permission to use the extra facility. Students are informed by the Examination Office about the procedure regarding extra facilities:

Based on the TOM principle of 'personal responsibility', students must register with the Examination Office no later than two weeks before an exam. If a student decides not to participate in the exam after all, then they must once again inform the Examination Office.

Double exam:

If a student wishes to use the "double exam" facility, then the student must request this (no later than) two weeks in advance with the study adviser. Once given permission, the student contacts the Examination Office. The Examination Office shall create the opportunity so that the exams can be sat in succession. This is planned in such a way that students cannot have any contact about either exam with other students. This relates to a one-off facility for which no "extra facilities pass" are issued.

Procedure for students with "extra facilities pass":

- Student registers with the study adviser at the beginning of the academic year
- Study adviser gathers details of students with a right to use extra facilities and sends this overview to the Examination Office
- The Examination Office mails the students about the procedure relating to the extra facility and makes "extra facility pass"
- Students may collect their pass from the Examination Office at specific times
- Students enrol (and de-enrol where necessary) with the Examination Office per exam whether they wish to use the extra facility (with the exception of extra time)
- Depending on the facility and the available space, a decision is then made as to where the students will take the exam (extra time and/or A3 format standard in regular exam hall)
- For each registration, the Examination Office then sends the information on location and time to the student and informs the lecturer
- Students can identify themselves during the exam using their student pass and the "extra facilities pass"
- Once the exam has been completed, the lecturer can collect the answer sheets straight away. To this end, the lecturer signs the form "Giving exams completed by SMEB to lecturer (or replacement)"
- If the answer sheets are not taken directly, the Examination Office sends an email to the lecturer stating where the answer sheets may be collected

Procedure for a double examination:

- Registrations for a double examination must be received by the study adviser no later than 2 weeks in advance

- Study adviser forwards this as soon as possible to the Examination Office
- Once approved, the responsible student sends all the necessary data to the Examination Office
- The Examination Office informs the student about the time and location where the examinations are to be sat
- The Examination Office emails the lecturer as to where the exam answer sheets may be collected

N.B. When using laptop facilities, the laptops are issued by the UT unless otherwise indicated.