

Application for Individual Exam Arrangements

We accept applications at any time but we cannot guarantee arrangements if received after the following deadlines:

December/January examinations: **31 OCTOBER** May/June examinations: **31 JANUARY**

| | | | |
|---------------------------|-----------------------|---------------------------------|------------------|
| Last Name: | | First Name: | |
| PRID Number: | | | |
| Degree Course: | | | |
| Location of Study: | Colchester | Loughton | Southend |
| Tell us about you: | | | |
| What is your condition? | | | |
| Is your condition: | Persistent | Temporary | Likely to change |
| | | | |
| Extra Time: | Alternative Location: | Paper in an alternative format: | |
| Use of a Computer: | Scribe: | Reader: | |
| Other: | | | |

You must supply evidence of eligibility if you have not already done so. A member of the Student Wellbeing and Inclusivity Service (SWIS) will review your application and may discuss it with you. Recommendations will be made based on the evidence and University of Essex exam criteria.

Confidentiality Terms

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| <ul style="list-style-type: none">The University has a notification under the 2018 Data Protection Act and the personal data supplied on this form will be held in accordance with the requirements of the Act. The data will be held solely for the purposes of assessing your need for individual exam arrangements. Details will be passed to the Examinations Office in order for them to put the arrangements in place, and to departments where they organise internal exams.By ticking the box below you are giving your consent for the University to hold the personal data on this form for the purposes of assessing your need for individual exam arrangements, and to sharing information with the exams office, department and invigilators. | |
| Full Name: | I agree to the Confidentiality Terms above: |
| Date: | |

Please save a copy of this form and then return it completed to: **The Student Services Hub at your campus or by email to include@essex.ac.uk**