

## **Appendix B – Examination Arrangements – Deadlines and Requirements**

- If examination support documents are drawn up after the published examination deadline then only 25% extra time will be put in place and any other adjustments will be implemented in the next assessment period.
- If support documents are drawn up less than 2 weeks prior to assessment period then examination adjustments will not be implemented until the next assessment period.
- \*Scribes: For in-class tests and end of year examinations, departments will need to contact Disability & Inclusion giving a minimum of 3 weeks' notice. Disability & Inclusion cannot guarantee the provision of a scribe. For in class tests where an Inclusion Plan is received with very short notice, requests for scribes will be dealt with on a case by case basis.

More information regarding Examination Deadlines can be found [here](#).