



# Request for Alternative Examinations Arrangements

009 – MAPS  
Version 2.0 | Nov 2022

## Student Details:

Student Name:			
National ID / Passport Number:		Contact Number:	
Course Name:			
Mode of Study:	<input type="checkbox"/> Face to Face	<input type="checkbox"/> Online	

## Exam Details:

Unit Name:			
Exam Date:			
Type of Request:	<input type="checkbox"/> Reasonable Adjustment	<input type="checkbox"/> Defer Examination	<input type="checkbox"/> Change in Exam Modality

## Declaration:

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read policies regarding Alternative Examination Arrangements. I understand these instructions and I agree to abide by the conditions set out there.

Signature:		Date:	
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## For Office Use Only:

Received By:		Date:	
Remarks:			
Payment Details: (If Applicable)			
Approved By:		Date:	

## **6. Alternative Examination Arrangements**

6.1. Alternative examination arrangements may be made in the instances set out below. In all instances, students must submit a Request for Alternative Examination Arrangements form, within the deadlines outlined in section 6.4 and section 6.5.

6.3. Alternative examination arrangements can only be made if the Academic Board approves the request.

### **6.4. Reasonable Adjustment**

6.4.1. Reasonable adjustment should be made, where possible, for students suffering from temporary or long-term disabilities, who would be disadvantaged by having to sit a scheduled examination under normal conditions.

6.4.3. Students who wish to apply for Reasonable Adjustment must submit a Request for Alternative Examination Arrangements form, at least 14 days before the examination date. The application must be supported by appropriate evidence.

### **6.5. Deferred Examinations**

6.5.1. Students can apply to defer examinations, if the reasons are consistent with the reasons for Extension of time outlined in MAPS College Assessment Policy. [Below is "Clause 13. Extension of time" quoted from MAPS College Assessment Policy]

- serious illness or injury, where a medical certificate states that the student was unfit to attend classes or to complete assessment;
- bereavement of close family members such as parents or grandparents.
- natural disaster in the home town/island requiring emergency travel and this has impacted on the student's studies; or
- a traumatic experience which could include
  - involvement in, or witnessing of a serious accident; or
  - witnessing or being the victim of a serious crime,

#### **6.5.2. Supporting documentation**

6.5.2.1 Evidence provided by medical practitioners. Medical certificates must state that the student was unfit to attend the examination, and cannot be signed by a member of the student's family

6.5.2.2 Death notice or certificate

6.5.2.3 Police certificate