

# Examination Supports Guidelines for MTU (Bishopstown Campus, Cork) DSS Students Examinations 2023-2024



These guidelines outline to you the procedures for requesting and availing of examination supports for your examinations. Please ensure that you also read and follow the general MTU (Bishopstown Campus, Cork) examination information, rules and regulations for all students sent to your MyCIT email address in relation to examinations.

## Your Examination Supports

You will have confirmed with the Disability Support Service (DSS) and the Examinations Office which examination supports you wish to avail of for your examinations (as listed on your Needs Assessment Document – DSS Students are only entitled to avail of the examination supports listed on their Needs Assessment Document).

## Your Examination Timetable

- You need to check your online examination timetable through the Examinations Office webpage: [MyCIT.ie - Examination Timetables & Information](#) – **You will be notified via email when your personalised examination timetable is available to you. It is important to check your timetable regularly as it is subject to change.**
- **Ensure that all your examinations are correct, and no modules are missing from your timetable.** If there are any issues email [ExamsDSSCork@mtu.ie](mailto:ExamsDSSCork@mtu.ie) immediately.

## Extra Time Only

If you are entitled to and choose to use **extra time only**, please follow these guidelines:

- **Bring your Needs Assessment Document with you to all your examinations.**
- Go to the main examination venue for your examination(s) and display your Needs Assessment Document on the desk in front of you for an Examination Invigilator at the start of the examination and they will give you your allocated extra time at the end of the examination.

## Examinations in Separate Examination Venues

If you are using a Reader/Scribe/Reading Software/Entitlement to Type you will be in a separate examination venue which is different to the main examination venue where the rest of your class are sitting their examinations.

- **Student ID Card:** You must bring your CIT/MTU (Cork) Student ID Card to all your examinations.
- When you look at the venue of your examination on your timetable it will start with the **block the examination venue is located in and then the room number**, for example B219 is located upstairs in the B block of the main MTU (Bishopstown Campus, Cork) building.
- **Go straight to the examination venue listed on your individual timetable** and not to the main examination venue where the rest of your class are sitting their examinations. **Your designated Invigilator/Reader/Scribe will meet you there. Give yourself plenty of time to find the venue if you are not familiar with where it is situated.**

- **Arrive in plenty of time** (at least 15 minutes prior to the examination start time) at the examination venue for the Invigilator to go through the examination regulations and any other information they need to inform you of before your examination begins.
- **Bring your Needs Assessment Document** with you and show this to your Invigilator at the start of each examination.
- Someone from the Examinations Office will check-in once the examination has started and mid-way through the examination to see whether you or the invigilator have any queries etc.
- You may be required to sign an attendance form to say that you sat your examination.
- **Should you experience any issues during your examinations, contact the Examinations Office as soon as possible.**

### Using a Reader/Scribe

Talk to your Reader/Scribe about how you would like them to read/scribe for you. You may decide to do some of the examination yourself and use the Reader/Scribe for part of it. You won't always have the same Reader/Scribe for every examination. Please refer to and read the [Reader/Scribe Guidelines](#) carefully.

### Computer LABs

You will have access to a computer to type your examination answers and Reading Software if required. Students using a computer/laptop to type their examination answers may use **Microsoft Word** for this purpose. Other programmes such as Microsoft Excel may only be used by the student if specifically indicated on the examination paper requirements.

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### Problems

- **Unable to sit an examination:** If you are sick or due to some other unexpected event cannot sit an examination, please let the Examinations Office know as soon as possible. Please follow the relevant procedures by informing your Lecturer/s and Head of Department of your circumstances, please refer to the adjacent link, RE: Individual Extenuating Circumstances <http://www.mycit.ie/extenuatingcircumstances>
  - **Cancelling/Sitting Examination in Main Examination Venue:** If you decide that you wish to sit your examinations in the main examination venue and do not want to use a Reader/Scribe/reading software/entitlement to type/separate examination venue – you need to let the Examinations Office know **immediately** so that we can cancel your examination supports. Please note if you do not give the Examinations Office any notice and you do not show up for your examination(s), we will cancel your examination supports until you meet with a Disability Support Service (DSS) Colleague.
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### Contact Details

If you have any queries/problems with your exams, please contact:

**Muraod Kennedy/Mairead Walsh**

**Examination Supports Administrator, Examinations Office**

**Telephone: 021 433 5090 | Mobile: 087 325 8424 | Email: [ExamsDSSCork@mtu.ie](mailto:ExamsDSSCork@mtu.ie) |**

**Examinations Office, Melbourn Building, Munster Technological University, Bishopstown Campus, Cork**