

Examination Supports Information for MTU (Cork) DSS Students

Academic Year 2023/2024



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Welcome to MTU Exam Supports

Firstly, welcome to MTU, We are sure that it may all feel overwhelming, but we are here to explain and help.

Exam supports are offered to fulltime students who have registered and been assessed by the DSS office who will explain your needs assessment and will confirm what examination supports you are entitled to in MTU Cork campus for timed assessments/examinations.

They are listed in your needs assessment document, with your permission DSS contact us and inform us of your exam supports.

Some Examples of Exam Supports

Extra time	Typically, 10 minutes per hour for an exam. at the end of the exam. Students usually sit their exam in the main exam hall.
Rest breaks	A pause during the exam due to an injury or disability and you do not lose out on any time to do your exam. You may not work on your exam during a rest break.
Reading software	Use of reading software such as Read Write Gold in a computer lab or using an Examination laptop with headphones to read aloud exam papers Training on the software is available.
Reader	A reader is a person who reads out the exam questions out loud. They cannot explain any questions
Entitlement to type	You can type your exam instead of handwriting it, either on an Examination laptop in a smaller exam room or in a computer lab.
Scribe	A scribe will write or type your answers for you during the exam. The scribe will only write down exactly what you tell them to write.
Smaller Shared Room	In a smaller shared centre with a small number of other DSS students and not in the main exam venue.
A separate room	A separate room is where you take your exam on your own with an invigilator, also used If you have a person who is a scribe and/or reader for your exam

Marking guidelines are available to students with reading, writing and spelling difficulties. This is instead of a spelling and grammar waiver. These are available to download at: www.mycit.ie/access_disability/disability-support-service/exams1



Requesting supports for **Assessments only**

DSS Students who wish to request supports with assessments must complete and submit the below form, giving **at least 1 weeks' notice**:

Please do not apply for End of Semester exam supports here

[DSS Student Assessment Supports Form](#)

Requesting supports for **end-of-semester exams only**

If you are attending the end of semester on-campus exams, you will need to complete and submit the below form to avail of your examination support.



End-of-semester exams DSS Application deadlines

You must apply for supports with the DSS and receive a needs assessment by the dates below in order to request exam supports for end-of-semester timetabled exams. This applies to students in all campuses. Craft apprentices should check the application deadlines on their [DSS webpage](#).

Semester 1 exams	Friday 3 November 2023
Semester 2 exams	Friday 8 March 2024
August (repeat) exams	Monday 1 July 2024

- Students who apply for DSS supports these dates will be accommodated in the next exam session and can still access extra time (if entitled).
- Students with temporary injuries such as broken hands should contact the Examinations staff in their campus directly to see what supports are possible - please see [the Examinations support](#) webpage.