

CIT Disability Support Service registration form - Apprentices

If you are an apprentice with a learning difference, health condition or disability **and you need supports for exams/ lectures**, please fill out this form so the CIT Disability Support Service can give you the supports you may need (even if you were in CIT before).

Surname _____	Course _____
First name _____	Phase/ Class _____
Home address _____ _____	Student No. _____
_____	Date of birth _____
_____	Mobile no _____
Email _____	Home tel. no _____

Any information you give us is **confidential** and we will only use it with your consent.

Question 1:

Do you have a learning difference, health condition or disability that means you may need supports for lectures or examinations?

Yes ☐ No ☐

Please give details:

For example:

- Specific learning differences - dyslexia, dyspraxia
- Physical disability
- Mental health issues
- Medical/ health condition – epilepsy, diabetes, asthma, osteoporosis, M.E.
- Sensory - blind, vision impairment, deaf, hard of hearing

Question 2:

What supports do you need for your lectures or your examinations (such as extra time, separate/smaller room, reader and/or scribe)?

You must also give a copy of documents that has evidence of your learning difference, health condition or disability to the CIT Disability Support Service to fully register for any supports by a certain date (please see over the page).

Exam supports information for SOLAS Apprentices

April – June 2015

The closing date to register (including documents) for exam supports such as a reader, scribe, extra time, or separate room for SOLAS exams is:
Friday 1 May 2015

If you register or ask for exam supports after this date, the Examinations Office cannot guarantee that they can arrange these for you.

The Disability Support Service need to get this form and a copy of your supporting documents for you to register fully for exam supports, e.g. an educational psychologist's report for dyslexia (not a GP letter), or a consultant's letter for a health condition/disability. If you have any queries please email disability@cit.ie

You can drop this form and documents into the Access Service, ground floor of the CIT Student Centre in Bishopstown (open 08.30 - 16.30), or pass them to one of your lecturers to give to Laura O'Rourke / Ruth Murphy in the Disability Support Service.

The Disability Support Service will use them to confirm if you are entitled to these supports and will tell the CIT Exams Office. The Exams Office will contact you a few weeks before the exams start with the details of your exam arrangements.

➤ **Students who sat SOLAS / FÁS exams at CIT in the past**

If you got extra time, reader, scribe or separate room in your SOLAS/ FÁS apprentice exams at CIT in the past and would like this again for your repeat/Phase 6 exams please send in this form by the date above. You do not need to give us another copy of your documents again.

Contact details for queries:

Laura O'Rourke / Ruth Murphy Disability Support Service Access Service, CIT Student Centre	Telephone: 021 433 5107 / 5137 Email: disability@cit.ie
Agnes Looney Disability Administrator CIT Exams Office, Melbourn Building	Telephone: 021 433 5049 / 5046 Email: examsmgt@cit.ie
Carmel O'Regan general Apprentice queries CIT Exams Office, Melbourn Building	Telephone: 021 433 5048 Email: apprentices@cit.ie