

## DSS Examination supports explained

Your needs assessment with the DSS will confirm what examination supports you are entitled to in MTU Cork campus for timed assessments/examinations. These are listed in your needs assessment document. Your MTU examination supports may differ from supports you received in previous education.

This leaflet explains what the typical examination supports mean. One or more of these could be listed on your needs assessment document.

Information about how to request exam supports from the Examinations staff on your campus is available at: [www.mycit.ie/examinations/support](http://www.mycit.ie/examinations/support)

| Examination Support     | Explanation   |
|-------------------------|---|
| <b>Extra time</b>       | <p>The typical extra time allocation is 10 minutes per hour for an exam. This is usually given at the end of the exam. For example, for an exam of 2 hours duration, you would have 2 hours 20 minutes to complete your exam.</p> <p>Students with extra time only usually sit their exam in the main exam venue for on campus exams.</p>   |
| <b>Rest breaks</b>      | <p>A rest break is where you need to 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.</p>   |
| <b>Reading software</b> | <p>You would use reading software such as Read Write Gold in a computer lab or using an Examination laptop with headphones to read aloud exam papers that are in PDF format. Training on the software is available from the Assistive Technology Service.</p> <p>If you used a reader in the past, you will be expected to use either reading software or a reading pen (below), unless there is a reason you are not able to (see Reader below).</p> |
| <b>Reading pen</b>      | <p>A reading pen is a pen that reads out the exam questions as you scan it across the printed page. Training is available.</p>  |

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| <b>Reader</b>                     | <p>A reader is a person who reads out the exam questions out loud. They cannot explain any questions.</p> <p>Only students with a disability which does not allow them to use reading software or reading pen may be allowed a reader.</p>  |
| <b>Entitlement to type</b>        | <p>You can type your exam instead of handwriting it, either on an Examination laptop in a smaller exam room or in a computer lab. Typing training is available to allow students to build up their skills.</p> <p>If you used a scribe in the past, you will be expected to type your exam instead unless there is a reason you are not able to (see Scribe below).</p> |
| <b>Scribe</b>                     | <p>A scribe is a person who will write or type your answers for you during the exam. The scribe will only write down exactly what you dictate or tell them to write.</p> <p>Only students with a disability which does not allow them to use a computer or to handwrite may be allowed a scribe.</p>  |
| <b>Smaller shared room</b>        | <p>A smaller shared room is where you take your exams with other DSS students and not in the main exam venue. The room can have between 10 - 25 students.</p>   |
| <b>Separate room (not shared)</b> | <p>A separate room is where you take your exam on your own with an invigilator.</p> <p>An invigilator is a person who supervises the exam and makes sure all the exam regulations are followed. If you have a person who is a scribe and/or reader for your exam, they will also act as the invigilator.</p>  |
| <b>Marking guidelines</b>         | <p>Marking guidelines are available to students with reading, writing and spelling difficulties. This is instead of a spelling and grammar waiver.</p> <p>These are available to download at:<br/> <a href="http://www.mycit.ie/access_disability/disability-support-service/exams1">www.mycit.ie/access_disability/disability-support-service/exams1</a></p>           |