

## DSS Examination Supports Explained

Following consultation with the DSS Office, registered students will be issued with a Needs Assessment document. On page 2 of this document, an individual overview of the examination supports that have been recommended by the DSS Office will be listed.

Please note that students can only request examination support that has been recommended by the DSS Office on this document.

MTU examination supports may differ from examination supports received in previous education.

This leaflet explains the common type of examination support.

Information on how to request exam support during any assessment, (*be it continuous assessment, or end of semester examinations*) is available on the Examinations Office website.

Continuous Assessments - [MyCIT.ie - Exam Supports for Continuous Assessment](#)

End of Semester Examinations - [MyCIT.ie - Exam Supports for End of Semester Examinations](#)

<b>Extra Time</b>	The typical extra time allocation is 10 minutes per hour of assessment/exam is usually given at the end of the exam. For example, for a 2-hour assessment/exam, students would have 2 hours & 20 minutes to complete the assessment/exam.
<b>Rest Breaks</b>	A rest break can be used when a student may need to pause during the assessment/exam due to an injury or disability. A student may not work on the assessment/exam during a rest break.
<b>Reading Software</b>	Read Write Gold is a form of reading software that is used in a computer lab. Using headphones, the software will read aloud assessment/exam papers that are in PDF format. Training on the software is available from the Assistive Technology Service.
<b>Reading Pen</b>	A reading pen is a tool used to read the assessment/exam questions as it is scanned across the printed text. Training is strongly recommended before the assessment/exam if a student intends on using this exam support.

<b>Reader</b>	<p>A reader is an Examination Invigilator who reads the assessment/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>A student can type their assessment/exam instead of handwriting it, either on a laptop (<i>supplied by the Examinations Office for the assessment/exam</i>) or on a desktop computer in a shared computer lab.</p>
<b>Scribe</b>	<p>A scribe is an Examination Invigilator who will write a student's answers on their behalf during an assessment/exam. The scribe will only write exactly what the student dictates 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 a separate assessment/exam venue from where the main assessment/exam is taking place. These venues can facilitate 2 – 25 students per sitting.</p>
<b>Single Centre (Room not shared)</b>	<p>A single centre is used for students who require a 1-1 venue to complete their assessment/exam.</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:  <a href="http://www.mycit.ie/access_disability/disability-support-service/exams1">www.mycit.ie/access_disability/disability-support-service/exams1</a></p>