

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 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 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.**

