



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

Examination Supports Information for MTU (Cork) DSS Students Academic Year 2022/2023



Student's Examination supports are listed on their Needs Assessment Document – Students may only avail of these supports.



- **Examples of Examination Supports: extra time, a smaller shared separate examination venue, entitlement to type, use of reading software, a reader, a scribe, a separate examination venue**
- **Students are encouraged to use technology supports in examinations instead of personal supports e.g.**
 - ✓ **Reading software instead of readers**
 - ✓ **Typing instead of scribes**

It is very important to read ALL emails from the Examinations Office very carefully. If you do not understand something, please feel free to contact us and we will explain.



What is the difference between an Assessment and an End-of-Semester Examination?

Assessments typically happen over the course of the semester in-class and are run by Student's Lecturers and Departments. Assessments tend to be shorter examinations.

End-of-Semester Examinations are Co-ordinated by the Examinations Office and occur in the main examination venues. These examinations are usually 2 hours in duration.

- **The majority of students do not request supports for their in-class/online assessments as these can be quite short examinations with only a small amount of reading and writing/typing required.**
- **In most cases, the student lets their Lecturer know they are entitled to extra time as detailed on their needs assessment document.**
- **Once the Lecturer has advance notice, they will be able to organise for the examination to allow for extra time. There is no need to inform the Examinations Office.**

If you feel you may need the support of a reader or scribe for your assessment, you must contact the Examinations Office at least 1 week before your assessment date.

Where possible arrangements will be made for you, however at peak periods during the year, it may not be possible to accommodate all such requests. Please request your supports as soon as possible as rooms book up quickly.

To request supports for Assessments please complete and submit the [DSS Student Assessment Supports Form](#)

To request supports for end of Semester Examinations, coordinated by the Examinations Office please complete and submit the [DSS Student Semester 2 Examination Supports Form](#) – It is important that you complete and submit this form by the deadline date indicated to you.

Links to both of these forms will have been emailed to you by the Examinations Office.



Contact Details:

If you have any queries/problems with your assessments/examinations please contact:

The Disability Examination Supports Administrator,
Examinations Office.

Telephone: 021 433 5090 | Mobile: 087 325 8424 |
Email: ExamsDSSCork@mtu.ie | Web: MyCIT.ie - [DSS Examination Supports](#) | Examinations Office,
Melbourn Building, Munster Technological University,
Bishopstown Campus, Cork.