

## **Policy for students with medical accommodations in University Exam halls**

### **PURPOSE**

The "[University Examinations - Regulations, Procedures and Breaches](#)" document sets out the rules governing the operation of examinations and the rules which all students taking examinations are required to abide by. In certain cases it may be necessary for the application of some element of these rules to be modified in order to support some students to take examinations in the main venues. This policy aims to ensure that such students can manage their medical condition effectively in an examination setting, and perform to the best of their abilities in a fair and inclusive environment. The purpose of this policy is to provide guidelines and support for students and to set out how a student can avail of the supports facilitated by this policy.

### **SCOPE**

This policy applies to any student with an underlying medical condition who plans to take University examinations in any of the large examination venues. Such medical conditions include, but are not limited to:

- diabetes - refers to any registered student at Maynooth University who has been diagnosed with diabetes, regardless of the type (Type 1 or Type 2);
- stress induced epilepsy;
- severe allergies, which may require the use of an Epi-pen, which may be left on the student's examination desk but not on the floor.

### **PROCEDURE**

#### **A. Student responsibility**

Students should familiarise themselves with the way in which examinations are conducted in order to understand their rights and responsibilities. These are outlined in the document "[University Examinations - Regulations, Procedures and Breaches](#)".

If a student believes that their medical condition necessitates some modification to the application of what is normally permitted under the examination rules and regulations, it is the student's responsibility to inform Maynooth University Access Office about their condition and to request appropriate accommodations for examinations.

Students must contact the relevant Office well in advance of the examination session (at least six weeks before the first examination). The student must provide relevant supporting medical documentation from a healthcare professional confirming the diagnosis and detailing any specific accommodation required.

#### **B. University responsibility**

The Examinations and Access Offices are jointly responsible for reviewing and approving accommodation requests of this nature for students.

Once a student has made contact with the relevant Office and requested reasonable accommodation, their request will be reviewed. If the accommodation is approved, a code will be put into the IT system to indicate that a specific examination accommodation for that student is required.

The Examinations Office (or Access Office) will confirm to each student in writing (via email to their MU email address) what accommodations are agreed, the manner in which the accommodations will be delivered and any steps the student needs to take. This will be done within 5 days of receiving the request.

**C. Accommodations for Examinations**

These accommodations may include, but are not limited to:

- allowing the student to take food or drink into the venue;
- permitting the use of an electronic device, such as a medical monitor, in a manner agreed with the Examinations Office in advance;
- allowing certain emergency medications (e.g. Epi-pen) to be brought into the examinations venue, left on the desk and used if required;
- seating arrangements close to an exit.

Any student who require further accommodation such as extended examination time, breaks and/or access to extensive medical supplies such as syringes MUST register with the Access Office well in advance of an examination session to allow for this accommodation to be put in place.

**D. Sharing information**

Students should note that information on the accommodations provided to them will be shared with the invigilation staff in the examination venue. Personal medical information will not be shared unless it is essential for delivery of the agreed accommodation. In such cases, students will be advised of this in advance.