

## FAQs for Students registered with the Disability Office

### 1. I am registered with the Disability Office. Will I have access to reasonable accommodations for remote assessment?

Yes. If you were approved for reasonable accommodations by the Disability Office for examinations you will still be entitled to these for remote assessment.

However, the move to remote assessment may have changed your needs, or the examination accommodations previously approved may not be as relevant now that assessments are online.

If you have any queries about your examination accommodations, please contact your Disability Advisor directly or the Disability Office at [Disability.Office@mu.ie](mailto:Disability.Office@mu.ie).

### 2. Do I still get extra time for examinations if I was approved for it previously?

Yes. All students registered with the Disability Office and who have been approved for a reasonable accommodation will now get extra time of 15 minutes per hour for timed exams and moodle quizzes.

This is not necessary in longer assignments, as it is assumed that students are not working on the assessment for all of the time.

Type of assessment	Action to implement this for timed exams
Written assignment	No extra time is applied.
Take home exam 1 day or more	No extra time is applied, but of course a student may spend extra time on the task itself within this period.
Timed exam (2 - 4 hours)	Add extra time of 15 minutes per hour of the exam.
Moodle quiz	Add extra time of 15 minutes per hour of the exam.

### 3. What exam supports do I get for in class assessments?

The examination accommodations that were agreed by the Disability Office also apply to the in class assessments. Generally, students are required to provide 2 weeks' notice to their Department and lecturer if they require exam accommodations for the in class assessment. Please be sure to contact your Departments and lecturer as soon as possible.

**4. Do I still get extra time for a rest break and/or bathroom break in an examination if I had been approved for these previously?**

Yes, this has been factored into the extra time of 15 minutes per hour for timed exams and moodle quizzes.

**5. I have a 2-hour exam that has now been scheduled for a 3 hour period, how much extra time do I get?**

A timed exam may be given a longer duration to allow for the possibility that some students may have difficulty in accessing the material or uploading responses.

The extra time for students registered with the Disability Office will only be applied to the original exam time, e.g. a student registered with the Disability Office who is sitting an exam scheduled for 2 hours, but which has now been given a 3 hour window, would only be eligible for a total of 30 minutes of extra time (i.e. extra time of 15 minutes per hour of the exam).

Original exam time	All Students additional time for for IT & uploading, e.g. 1 hour	Students with RAs	Time limit in Moodle
1-hour exam	+ 1 hour	+ 15 mins/hr of original exam (=15 mins extra time)	= 2 hrs 15 mins
2-hour exam	+ 1 hour	+ 15 mins/hr of original exam (=30 mins extra time)	= 3 hrs 30 mins
3-hour exam	+ 1 hour	+ 15 mins/hr of original exam (=45 mins extra time)	= 4 hrs 45 mins

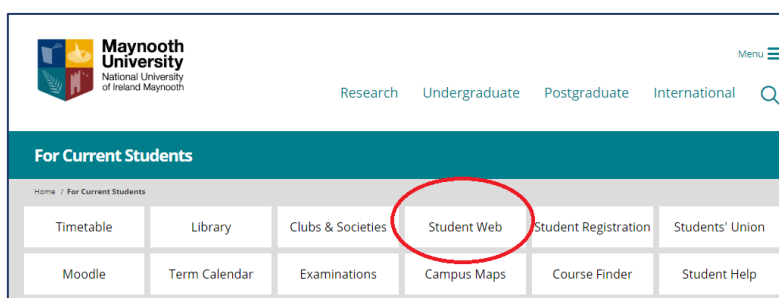
**6. How will my other Reasonable Accommodations be applied in examinations now?**

Reasonable Accommodation	Implementation for remote written assignment/take home exams/timed exams/moodle quiz
PC	Students should use their own devices. Students who do not have appropriate devices should contact the Disability

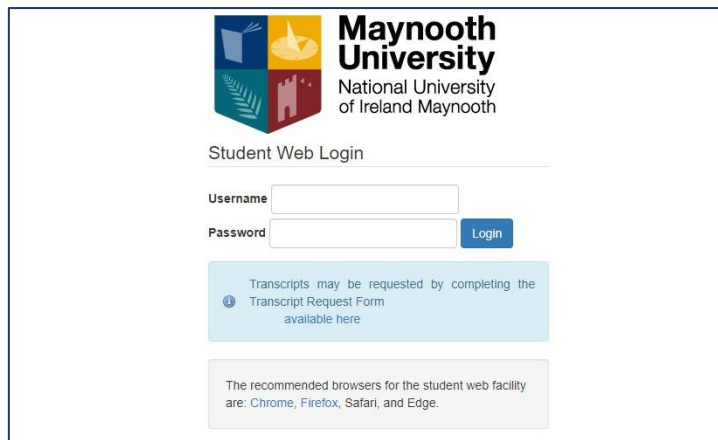
	Office who will liaise with them and their department to consider options/or possible alternative assessment.
<b>READER</b>	Students should use Read and Write (screen-reading software) on their own computer or use the accessibility features in Office 365.  Students whose assessment materials cannot be read by software (e.g. where there is mathematical notation or where the paper is in a language other than English) should contact the Disability Office who will liaise with them and their department to consider how best to implement this.
<b>DRAGON NATURALLY SPEAKING</b>	Students have access to Dragon Naturally Speaking software on their devices.
<b>ENLARGED PAPERS</b>	Students should use magnification features as required.
<b>SCRIBE</b>	As assessments will be delivered and submitted in an electronic format, scribes may not now be necessary, however students who are unable to use keyboards/handwrite their submission should contact the Disability Office who will liaise with them and their department to consider how best to implement this.
<b>SMALLER SHARED VENUE</b>	This does not apply in the remote environment.
<b>MARKING GUIDELINES</b>	<a href="#">Marking Guidelines for Examiners</a> will be applied as usual when correcting scripts from students with a <a href="#">Specific Learning Difficulty</a> or students who are <a href="#">Deaf or Hard of Hearing</a> .

## 7. How can I find out the details of the reasonable accommodations in examinations that I have been approved for?

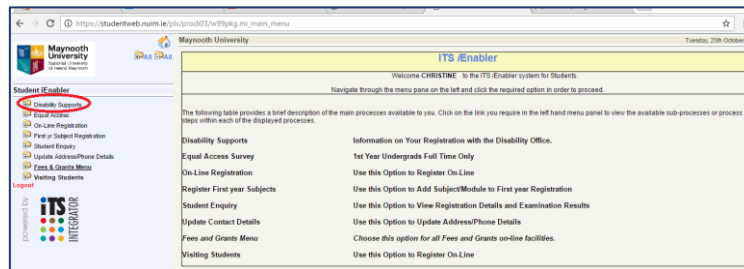
The Disability Office at Maynooth University shares relevant information with students with disabilities via 'Student Web' which is available on the 'For Current Students' section of the maynoothuniversity.ie website as follows:



This brings you to this login screen where you log in with your Maynooth University credentials.



You can then view information on your confirmed disability supports by accessing the menu titled "Disability Supports".



Within "Disability Supports", you can see the details of your individual supports.

REGISTRATION WITH DISABILITY OFFICE		Date of First Meeting	
Specific Learning Difficulty - DYSLEXIA		04-SEP-2015	
REASONABLE ACCOMMODATIONS			
Marking Guidelines			
Educational Supports - EXTENDED LOANS			
EXAMINATION ACCOMMODATIONS			
You will take your examinations in a smaller shared venue with an extra 10 minutes per hour of the exam.			
If you wish to avail of accommodations for in-class assessments, you must contact your academic department directly, giving at least two weeks' notice.			
ASSISTIVE TECHNOLOGY	Date Loaned	Date Due Back	Date Returned
Philips LFH0602 Voice Recorder DVR	29-SEP-2015	30-MAY-2020	

## 8. How can I find out who my Disability Advisor is?

Information on your Disability Advisor can be viewed in the Disability Confirmed Supports Folder of Student Web as outlined above.

### **9. If I use an electronic reader, will it read equations and diagrams or languages other than English?**

Please note that as with previous exams the screen reader WILL NOT read equations or diagrams or languages other than English.

### **10. Do Marking Guidelines apply to online/remote assessments?**

Yes, [Marking Guidelines](#) apply to all timed assessments.

Students with a specific learning difficulty (e.g. dyslexia) and Deaf students have a particular difficulty with spelling and grammar and can be disadvantaged when assessment takes the form of a written examination. For this reason, the University has Marking Guidelines to provide a framework for marking the scripts of such students.

Students approved for Marking Guidelines are identified by Departments and examiners will apply these [Marking Guidelines](#) to the scripts of all students who have been approved for this examination accommodation.

### **11. I have a significant disability and am unsure if the exam accommodations previously approved are relevant for remote/online examinations?**

You should contact your Disability Advisor or the Disability Office at [Disability.Office@mu.ie](mailto:Disability.Office@mu.ie) to discuss.

The Disability Office will also be contacting high need students directly to discuss their exam accommodations and will liaise with relevant Departments in this regard to consider the options available to implement their RAs.

### **12. We're here to help, please contact us!**

Students who need further advice or support or who wish to discuss a particular accommodation can contact their Disability Advisor or email [Disability.Office@mu.ie](mailto:Disability.Office@mu.ie).