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# Learning and Exam Support for Students with Special Requirements

## 2021/2022

Classification: Public



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## Students requiring special consideration

If you are a student who has a disability, mental health condition, a significant on-going illness, serious injury or a specific learning difficulty, IOB can provide additional support. We aim to facilitate students to become independent learners while fully engaging in professional development.

## Application process for learning support and/or special consideration for exams

To avail of the Special Consideration during your study or an exam, you need to contact the Special Support/Exam Officer who will send you the link to Special Consideration Form and will complete it online. You will then be required to submit all supportive documentation confirming your condition separately.

## Deadline to submit application

Trimester	Learning Support	Exam Support
Trimester 1 (leading to January 2022 exams)	These will be tailored to your specific needs. Please contact us as soon as possible.	6 December 2022*
Trimester 2 (leading to May 2022 exams)		4 April 2022*
Trimester 3 (leading to September 2022 exams)		8 August 2022*

**\*Note: After the deadline we will NOT accept further applications for the relevant exam month, unless exceptional circumstances occur (such as a very recent accident)**

## What's available for students who have specific learning difficulties

For students who have specific learning difficulties, such as dyslexia, dyspraxia, there are several ways that we can support them. To avail of these supports, the student must provide evidence of their situation, usually in the form of an educational psychologist's report, or a report from a medical specialist.

Where a student has difficulty with reading, or with deciphering or retaining information, there is an audio version of each manual available. The audio manual is an MP3 format, and so will play on a computer, but doesn't usually play on a conventional CD player. It seems to be most beneficial when listened to while reading the manual.

In the exam, additional time is given to anyone who has a condition where it would be appropriate to allow extra time. This also applies where a student is taking medication (in the case of, for example, diabetes, epilepsy), or is pregnant, or is recovering from an operation or a serious injury. Extra time may be needed for medication, to use bathroom facilities, or even to be able to take a short walk (important for those with back conditions). Usually, an extra 15 minutes is allowed for each hour (or part hour) of the scheduled exam. So, for a two-hour exam, or for a 1½ hour exam, an extra 30 minutes is allowed.

Readers and scribes can be arranged but as exams are now taken remotely, students requesting this service must inform the Exams Officer of the nominated person 3 weeks before they are due to sit the exam.

## Exam Regulations – Section 3 – Special Case Candidates

- a) IOB shall attempt to provide, where practical, a range of supports to examination candidates who have a physical or sensory disability, or a specific learning problem (e.g. dyslexia).
- b) Similar facilities can be made available to candidates who have particular requirements because of an accident, illness, medical condition or pregnancy.
- c) All special case candidates sit examinations at the same date and time as other candidates in the particular module, but additional time to complete the examination may be granted.
- d) Where candidates wish to avail of these supports, they are required to notify IOB no later than 8 weeks prior to each new exam date (for students who have been inactive for a number of years, they will be required to contact the Exams Officer so that their status is reactivated for current exams) so as to facilitate the provision of the required supports.

Applications for such supports must be made in writing and be accompanied by relevant supporting medical or educational psychologist's report (i.e. completed by the appropriate specialist for the condition).

Contact [aisling.callan@iob.ie](mailto:aisling.callan@iob.ie) for further information or with any queries. Requests received after the closing date for an examination session will not be accepted.

### Special Support Officer

For further assistance or if you have any questions please contact the Special Support/Exam Officer, Aisling Callan, phone: 01 6116500 or e-mail: [aisling.callan@iob.ie](mailto:aisling.callan@iob.ie)