A recognised college of UCD

Special Considerations –Learning and Exam Support for Students with Special Requirements

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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 support requirement IOB endeavours to 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 complete the Special Considerations Request Form along with supporting documentation and send to the Exams Officer.

What's available for students who have specific learning difficulties

For students who have specific learning support requirements, such as dyslexia, dyspraxia, there are several ways that we can support you. 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 are readable PDF files available for some modules. If you require an audio manual you must inform the Exams Officer as soon as you are registered for the programme as the audio manual takes significant time to create.

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 1 ½ 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 theirr nominated person 3 weeks before they are due to sit the exam for review by IOB.

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 there status is reactived 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 info@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 IOB either by phone: 01 6116500 or e-mail: info@iob.ie in confidence and request a call back from our Exams Officer.

Complaints and Appeals

IOB aims to provide a high standard and quality of service for Students. Students are entitled to make a complaint if they are not satisfied with the service they have received. A student is entitled to appeal a special consideration decision, if they can demonstrate that the assessment of the application was based on incorrect process or/and where the decision was based on misinterpretation of information provided as part of the application process.