# Online assessment: guidance for students with exam access arrangements

Online or remote assessment is likely to be far more inclusive for many students, especially in relation to handwriting vs typing, access to assistive software, and the flexibility to control the venue and pacing of exams. Moving to online assessment may mean that you do not need all your usual Exam Access Arrangements, especially those which address venue and access to facilities.

Disability Services, Schools, the Exams Office, and the Digital Education Service have worked together to ensure that your previously agreed Exam Access Arrangements are honoured or modified for online assessment. This guidance document explains how your existing access arrangements will be ‘mapped’ into the online environment.

Your School is responsible for ensuring that you have access to your online exams, and they have received guidance on how to do this. If you have any difficulties with accessing your assessment, please speak with your School Student Support Office.

## Extra time allowance and rest breaks

Most online assessment is likely to be offered within a 48-hour completion window. **This 48-hour window includes any extra time allowance and any rest breaks you are usually entitled to**. You will not be expected to write for 48 hours, and your module leader will give you guidance on a suggested word count or expected writing time so that you can manage your time effectively.

If your module leader has set an assessment with less than 48 hours completion time, they have been advised that they must give students with an extra time allowance or rest breaks the additional time or breaks they are entitled to. Your School can advise you further on this.

## Exam access arrangements: mapping arrangements for online assessment

The following table includes all the exam access arrangement codes and descriptors that you can [usually view via Minerva](https://students.leeds.ac.uk/info/1000032/support_for_disabled_students/817/alternative_exam_arrangements). The table also indicates alternative arrangements for online assessment. Please note that Disability Services will not make changes to your existing exam record to reflect the change to online assessment; instead, you should use this table to map your existing recommendations to the proposed adjustments.

If you are unsure about your exam access arrangements, or whether your assessment is accessible to you, please contact your School Student Support Office.

## Table: mapping arrangements for online assessment

|  |  |  |  |
| --- | --- | --- | --- |
|  | Timetabling |  |  |
| **Code** | **Descriptor** | **Notes** | **Alternative for online assessment** |
| AM | Morning Exams Only |  | Your School has been sent information about your scheduling requirements. Schools must take these considerations into account when timetabling your assessments.  If you are concerned about the scheduling of your assessments, please contact your School Student Support Office. |
| BA | No Evening Exams |  |
| BT | No Exams Before 10:00am |  |
| EC | No Two Exams in One Day |  |
| EO | Exams not on Consecutive Days |  |
| NA | No Exam Arrangements | Student does not want EAAs implemented |
| NE | No Written Exams | Student has alternative to the written exam (specify module code(s) or ALL modules |
| PM | Afternoon Exams Only |  |
| XE | Not Current Exam Session | For students who miss the exam deadline |
|  |  |  |  |
|  | Venue / Seat |  |  |
| BR | Seat at Back of Room |  | Not applicable to online assessment. |
| EE | Exams Taken in Familiar Venue |  |
| FR | Seat at Front of Room |  |
| ND | Seat Near the Door |  |
| RL | Room Number Limit |  |
| SR | Separate Room |  |
| RA | Permission to read aloud |  |
| SW | Seat Near Window |  |
|  |  |  |  |
|  | Invigilator / Assistance |  |  |
| EA | Amanuensis | Also known as Scribe | You should be allowed to use your assistive software for all your exams (for example, speech to text software). You should check that your assistive software is compatible with the system being used for your assessments. If it is not, please contact your School Student Support Office. |
| FI | Familiar Invigilator |  | Module leaders should be available during normal working hours to clarify instructions. Outside normal working hours, you should proceed with the assessment as best you can, but report any issues to your module leader, who should take any difficulties into account at marking. |
| PA | Personal Assistant |  | This may not be required in the same way for online assessment, but we have advised Schools to build in additional extra time to allow for any tasks you may need to perform during the assessment. |
| PR | Prompter |  | Consider using electronic prompting (e.g. smartphone timer or countdown). |
| SM | Specialist Mentor |  | Not required for online assessment. |
| EG | Reader |  | You should be allowed to use your assistive software for all your exams (for example, screen reader software). You should check that your assistive software is compatible with the system being used for your assessments. If it is not, please contact your School Student Support Office. |
| EQ | Interpreter |  | If you require British Sign Language interpretation you will require a bespoke arrangement – please contact [Disability Services](mailto:disability@leeds.ac.uk) as soon as possible. |
|  |  |  |  |
|  | Exam Papers |  |  |
| EH | Braille |  | If you require Braille papers, please contact [Disability Services](mailto:disability@leeds.ac.uk) or the [Transcription Service](mailto:Vibi.Rothnie@rnib.org.uk) as soon as possible. |
| EI | Large Print |  | You can use the browser or device settings to adjust the font size of your papers. |
| EP | Coloured Paper |  | You can use the browser or device settings to change the background colour. |
| ER | Papers in Audio Format |  | If you require audio papers, please contact [Disability Services](mailto:disability@leeds.ac.uk) or the [Transcription Service](mailto:Vibi.Rothnie@rnib.org.uk) as soon as possible. |
| EY | Language Modification |  | Module leaders should follow the inclusive exam paper guidance when writing your papers, which should minimise the need for language modification. Disability Services will continue to modify papers as required. |
| PE | Electronic Exam Papers |  | Not applicable |
|  |  |  |  |
|  | Computer |  |  |
| EF | PC |  | You must contact you School Student Support Office if you do not have access to a PC. |
| EU | JAWS software |  | You should be allowed to use your assistive software for all your exams (for example, JAWS). You should check that your assistive software is compatible with the system being used for your assessments. If it is not, please contact your School Student Support Office. |
| PC | PC Settings |  | You can adjust the PC settings on your home device. |
| ZR | Zoomtext |  | You should be allowed to use your assistive software for all your exams (for example, Zoomtext). You should check that your assistive software is compatible with the system being used for your assessments. If it is not, please contact your School Student Support Office. |
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|  | Equipment |  |  |
| AC | Adjustable Office Chair |  | It is your responsibility to ensure that your workspace is set up to be safe, comfortable, and ergonomically suitable. There is guidance on how to do this on the [University’s dedicated Coronavirus website](https://wsh.leeds.ac.uk/info/199/dse/307/advice_for_staff_on_working_at_home_due_to_coronavirus_covid-19). |
| CE | Ergonomic Chair |  |
| EK | Lectern |  |
| ET | Coloured Overlays Permitted |  |
| FO | Footstool |  |
| HD | Height Adjustable Desk |  |
| LU | Lumbar Support |  |
| ME | Equipment |  |
| BF | Backfriend |  |
|  |  |  |  |
|  | Condition |  |  |
| DB | Medical Condition |  | Not relevant for making adjustments. Your School will be aware of your disability-related circumstances. |
| DC | Panic Attacks |  |
| DF | Mental Health Condition |  |
| DI | Diabetic |  |
| DY | Specific Learning Difficulties |  |
| EN | Wheelchair |  |
| EM | Physical Writing Problems |  |
| HE | Hearing Impairment |  |
| UX | Undiagnosed – exams only | Has not provided evidence of disability but has provided evidence of previous exam arrangements at school. Will only have access to exam arrangements and no other disability support. See Appendix 1 for further information. |
| VI | Visual Impairment |  |
| XC | Aspergers Syndrome/Autism |  |
| XD | Mobility Difficulty |  |
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|  | Information for Invigilator |  |  |
| BL | Permit Check Blood Sugar Level |  | Unchanged, to be done during rest breaks. |
| EZ | Regular Breaks |  | Your School will ensure that appropriate rest breaks are built into any time allowance (not required for assessment windows of 24 hours plus) |
| II | Invigilator Instructions |  | Not required |
| LR | Permission to Leave the Room |  | Student responsibility |
| MA | Permission to Move Around |  | Student responsibility |
| RA | Permission to read aloud |  | Student responsibility |
| MD | Permission to take medication |  | Student responsibility |
| MN | Medical Requirements |  | Not relevant |
| PD | Permission to Eat and Drink |  | Student responsibility |
| XB | Access to Toilet |  | Student responsibility |
|  |  |  |  |
|  | Marking |  |  |
| EJ | Mark for Content |  | Schools will continue to identify students who require marking consideration. Your School should agree the process for identifying this requirement, and advise you on how your work will be flagged as mark for content. |
| ES | Not Penalise-Poor Handwriting |  | Unchanged but irrelevant if typing exams |
|  |  |  |  |
|  | Current Session Only |  |  |
| EL | Current Session Only |  | Unchanged |
|  |  |  |  |
|  | Miscellaneous |  |  |
| TY | Exam Type |  | Irrelevant depending on the nature of the exam |