Application to receive Alternative Test and Exam Arrangements - EG101- 4

Student name			
Student ID		Email	@student.eit.ac.nz
Programme of study		Tutor(s)	
Reason for request			

What support are you requesting?	☐ Extra time	☐ Reader	☐ Writer
	☐ Computer	☐ Supervisor	☐ Rest breaks
	☐ Separate room	☐ Adaptive technology	☐ Ergonomic furniture/equipment
	☐ Flexibility (scheduling, oral presentation etc.)	☐ NZSL	☐ Alternative formats (large print, colour paper, font style etc.)

Date of test/exam	Paper Code	Start time	End time	Course tutor & course coordinator	Arrangements

Your responsibilities

- Check the details of each test or exam and ensure **all** above fields are completed correctly.
- Complete and return the application with supporting documentation at least **two weeks prior** to each test or exam. Disability Support can assist with the application process where required.
- Late Applications will only be accepted at the discretion of Disability Support Service due to an accident, onset of a new condition or worsening of existing conditions.
- Check your **student** email regularly for finalised test and exam arrangements.

Signature of Student _____   Date _____

Return this application to your local Disability Support or disabilityhb@eit.ac.nz

Supporting documentation received	☐ Yes ☐ No	Application approved by Team Manager Library and Learning Services ☐ Yes ☐ No	☐ Added to active list ☐ Room booked ☐ Calendar invite sent