



# **Guidelines for Staff on the Application of Reasonable Accommodations in Online and Remote Examinations for Students with Disabilities.**

**September 2020**

Revised 2022

## Introduction

In 2013 following legal opinion, the Disability Advisors Working Network (DAWN), produced '*Guidelines and Procedures for the Granting of Reasonable Accommodations in End of Semester Officially Timetabled Examinations to Students with Disabilities*'.

DAWN is a national group of Disability Officers from Higher Educational Institutions (HEIs) in Ireland. DAWN was formed to provide policy and advice from a national perspective enabling consistent local delivery of policy matters relating to students with disabilities across HEIs in Ireland.

DAWN 2013 guidelines were formally adopted by SETU in 2015 through SETU'S '*Institute Policy, on Guidelines and Procedures for the Granting of Reasonable Accommodations in End of Semester Officially Timetabled Examinations to Students Registered with the Disability Office*'.

In May 2020, due to the Covid-19 pandemic, Higher Educational Institutions (HEIs) had to adapt reasonable accommodations (RAs) for remote examinations. Following on from this a sub-committee of DAWN was formed to review the application of RAs in online and remote examinations. The sub-committee made a number of recommendations. These were formulated into a guidance document on the application of RAs in online and remote examinations that follows (see appendix 1 for membership of the sub-committee).

It is recommended that the DAWN recommendations on the application of reasonable accommodations in online and remote examinations be adopted into policy by SETU and form an Appendix to the existing SETU '*Institute Policy, on Guidelines and Procedures for the Granting of Reasonable Accommodations in End of Semester Officially Timetabled Examinations to Students Registered with the Disability Office*'

## Guidelines for Staff on the Application of Reasonable Accommodations in Online Examinations for Students with Disabilities

*Academic staff can access information on the reasonable accommodations of the students they teach through their School Administrator or through the [Exam Reasonable Accommodation System](#).*

Online Exam	Disability reasonable accommodations and considerations														
<b>Online exam under 24hrs where the student has the RA of extra time.</b>	<p>For online exams under 24hrs, extra time of 10mins extra per hour must be applied to those students granted the reasonable accommodation (RA) of extra time.</p> <p>For example, a student with the RA of extra time who has an online exam of 3hrs duration must receive extra time of 10 mins per hour which equates to 30mins.</p> <p>Extra time must be additional to the time added for all students. Therefore, in the instance that all students are given for example, 30mins extra to upload or download exam scripts etc. the disabled student with the RA of extra time must also receive the 30mins allocated to all students for uploading/downloading etc.</p> <p>See example below.</p>														
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Exam duration</td> <td style="padding: 5px;">+</td> <td style="padding: 5px;">Extra time of 10mins per hr</td> <td style="padding: 5px;">+</td> <td style="padding: 5px;">Additional time for uploading</td> <td style="padding: 5px;">=</td> <td style="padding: 5px;">Total exam time</td> </tr> <tr> <td style="padding: 5px;">3 hours</td> <td></td> <td style="padding: 5px;">30mins</td> <td></td> <td style="padding: 5px;">e.g. 30min</td> <td></td> <td style="padding: 5px;">4hrs</td> </tr> </table>	Exam duration	+	Extra time of 10mins per hr	+	Additional time for uploading	=	Total exam time	3 hours		30mins		e.g. 30min		4hrs
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	3 hours		30mins		e.g. 30min		4hrs								
	<p>For exams of different durations under 24hrs extra time of 10mins extra per hour is applied as follows and must be additional to the time added for all students.</p>														
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<p><b>Online exam under 24hrs where the student ordinarily has the RA of a scribe.</b></p>	<p>As scribes cannot be provided remotely an alternative RA is required. The alternative RA is set at 50% extra time.</p> <p>Therefore, for online exams under 24hrs, students with the RA of a scribe must receive 50% additional time (in lieu of a scribe).</p> <p>50% extra time must be additional to the time added for all students. Therefore, in the instance that all students are given for example, 30mins extra to upload or download exam scripts etc. the disabled student with the RA of 50% extra time in lieu of a scribe, must also receive the 30mins allocated to all students for uploading/downloading etc.</p> <p>See example below</p> <table border="0"> <tr> <td>Exam duration</td> <td>+ 50% extra time in lieu of a scribe</td> <td>+ Additional time for uploading</td> <td>= Total exam time</td> </tr> <tr> <td>3 hours</td> <td>90mins</td> <td>e.g. 30min</td> <td>5hrs</td> </tr> </table> <p>For exams of different durations under 24hrs, 50% extra time is applied as follows and must be additional to the time added for all students.</p>	Exam duration	+ 50% extra time in lieu of a scribe	+ Additional time for uploading	= Total exam time	3 hours	90mins	e.g. 30min	5hrs							
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1 hr	+30mins	+any additional time given to all students for uploading.
1.5 hrs	+45mins	+any additional time given to all students for uploading.
2 hrs	+60mins	+any additional time given to all students for uploading.
2.5 hrs	+75mins	+any additional time given to all students for uploading.
3 hrs	+90mins	+any additional time given to all students for uploading.
3.5 hrs	+105mins	+any additional time given to all students for uploading.
4 hrs	+120mins	+any additional time given to all students for uploading.
4.5 hrs	+135min	+any additional time given to all students for uploading.
5 hrs	+150mins	+any additional time given to all students for uploading.
5.5 hrs	+165mins	+any additional time given to all students for uploading.
6 hrs	+180mins	+any additional time given to all students for uploading.
6.5 hrs	+195mins	+any additional time given to all students for uploading.
7 hrs	+210mins	+any additional time given to all students for uploading.
7.5hrs	+225mins	+any additional time given to all students for uploading.
8hrs	+240mins	+any additional time given to all students for uploading.

Add 50% extra time up to 24hrs

For exams of 24hrs or more in duration 50% extra time does not apply to students with the RA of a scribe.

**Important notes:**

1. For students who have both “*the RA of a scribe*” and the “*RA of extra time*” (10mins extra per hr) the total extra time allocation as an RA should be 50%. For example,

Exam Duration	+	Student has RA of a Scribe	+	Student has RA of Extra Time (10mins extra per hr )	+	Additional time for uploading for uploading e.g. 30mins	=	Total Exam Duration
3 hours		+ 90mins (50% extra time)		+ 0mins (10mins extra per hr does not apply)		+ 30mins	=	5hrs

2. **Exception.** Where a student has the RA of a scribe and has an online MCQ test, 50% additional time does not apply as the test requires a mouse click rather than a lengthy piece of writing. In these instances extra time reverts to 10mins extra per hr.

**Online exams over 24hrs or more**

For online exams over 24hrs or more,

- The RA of 10mins extra per hr extra time **does not apply.**
- The RA of a scribe does not apply and therefore **50% extra time does not apply**

## General

- It is the responsibility of the department who is putting the exam on the chosen online platform to ensure that the appropriate extra time is added to the online exam.
- For students granted the RA of a waiver in spelling and grammar, guidelines on marking examinations for student with dyslexia should be applied as normal, available at [www.wit.ie/disability/exams](http://www.wit.ie/disability/exams)
- Where students have use of additional supports such as electronic reading software, specific technology, alternative venues or other arrangements, the Disability Office will be in touch with these students to assist them in setting up these supports for themselves remotely .
- Academic staff can access information on the reasonable accommodations of the students they teach through their School Administrator or through the [Exam Reasonable Accommodation System](#).
- School administrators have access to lists of students registered with the disability office and their RA's, by programme and year.
- Any queries in relation to specific student RA's can be directed to [disabilityoffice.wd@setu.ie](mailto:disabilityoffice.wd@setu.ie).
- In exceptional circumstances if a student, due to the nature of their disability (e.g. a blind student or a student who is severely physically disabled etc.) is unable to complete an online exam, the disability office will liaise with the appropriate Head of Department regarding an alternative assessment. This will only be in very exceptional and limited circumstances.

## **Appendix 1**

### **DAWN Subgroup Membership**

Anne O Connor, Dublin City University

Gerard Gallagher, Maynooth University, Chair

Laura Hartrey, South East Technological University

Linda Doran, University College Cork

Karen Mooney, National College of Ireland

Ruth Murphy, Munster Technological University

Siobhan McGarry, Munster Technological University