

Mid- Term/in class Tests for Students with Support Agreements (2019)

★ This information only applies if you answer yes to both these ★
questions:

- Do you have Mid-term tests?
- Do you have an SSA with exam concessions (e.g. extra time)?



What to do?

- Complete and submit the **Special Mid-Term/ In class Test Arrangements Student Request Form** online through the **Student Hub**
- Only select the support that has been agreed on your SSA. We will check.



When to do it?

- At least **2 weeks** before the date of the test. If you give less than 2 weeks' notice, arrangements cannot be made in time.

FAQ

- **What is a mid-term test?**

This is an assessment taken approximately half way through the term; it is similar to an exam but is usually taken during your normal class time.

- **How do I know when my test is?**

Your module tutor will tell you the date of the test.

- **What if I apply after the 2 week deadline?**

Your test concessions will not be in place

- **What happens after I have submitted the form?**

Registry will email you to confirm that your arrangements are in place. They may also need to ask you questions about your support so it's **important to check your emails.**

- **Who do I contact if I haven't received details of where my exam will be 5 working days before the date?**

To avoid delays, please **visit the Student Hub** if you do not have your mid-term test details 5 working days before the test.

- **What should I do if I cannot find the Special Mid-Term/ In class Test Arrangements Student Request Form?**

Please **visit the Student Hub**