FAQs about reasonable adjustments in 24 hour ‘complete at home’ exams and advice for studying at home

Year 3, 4 and 5 students

Q: I usually have extra time in exams. Do I get extra time for the online exams?

A: The online exam is inclusive of extra time. 24 hours allows everyone enough time to complete the assessment. However, if, despite the additional time given, you feel that you have been disadvantaged in any way, please complete a mitigating circumstances (MC) application: Guidance on MC will be published here: Examinations and assessment page.

Q: I usually have access to IT in exams, but I don’t have access to a PC/laptop/internet at home.

A: A Technical Guide will be released shortly here: Examinations and assessment page, with practical information about how to access the exam paper and how to submit your completed exam script. The MC process should be used if you have any issues regarding IT. Information will also be available here: Examinations and assessment page. You can also contact your School or the Disability Service at disability@hw.ac.uk if you are requesting that a specific reasonable adjustment is made.

Q: I usually have a disregard spelling and grammar errors adjustment. Can I still use a sticker?

A: A disregard spelling and grammar errors sticker is only applicable to timed, handwritten assignments. If you type your answers you will have access to a spell checker.

Q: I usually have access to a Scribe. Is there an alternative?

A: You will not be expected to hand write your assessment answers. You will have access to spell checking software, either your own, or see Home Study Support Technology Suggestions link* below. You will have 24 hours to complete the online assessment so you are not under the same time pressures that you would be in a 2- or 3- hour exam. However, if you feel that you have been disadvantaged in any way, please complete a mitigating circumstances application. Guidance on MC will be published here: Examinations and assessment page.
Q: I usually have access to a **Reader**. Is there an alternative?

A: You can use text to speech software to listen to the assessment questions as well as your answers.

You will have 24 hours to complete the online assessment so you are not under the same time pressures that you would be in a 2- or 3-hour exam.

However, if you feel that you have been disadvantaged in any way, please complete a mitigating circumstances application. Guidance on MC will be published here: Examinations and assessment page.

Q: I usually have access to a **Prompter**. Is there an alternative?

A: You will have 24 hours to complete the online assessment so you are not under the same time pressures that you would be in a 2- or 3-hour exam.

It may be that having longer to complete the assessment means that you may become distracted or that you procrastinate. Ensure that you are well prepared and have a time plan prepared in advance for completing your revision, preparation and assessment on the day.

You could work with your study tutor/support worker in advance to prepare for the exams and design a time-managed plan for the day of your exam.

It may be that someone at home can help with prompting or time management.

If you feel that you have been disadvantaged in any way, please complete a mitigating circumstances application. Guidance on MC will be published here: Examinations and assessment page.

Q: I usually have access to a **separate room or quiet room** for my exams and this is not possible in my shared home
A: Let those you share a home with know in advance that you will need IT equipment and quiet surroundings on the day of an exam. Have a timetable for working and share this with those you live with. Build in breaks and share these too. If you feel that you have been disadvantaged in any way, please complete a mitigating circumstances application. Guidance on MC will be published here: Examinations and assessment page.

Let us know if you have any questions or feel that you will need further support disability@hw.ac.uk
Studying at home - Preparing for online assessment

You will have longer than usual (24 hours) to complete the exam but you still need to prepare in advance. Ensure that you prepare as fully as possible.

Study smartly tips:

- Find a place to work where you are comfortable and productive.

Be organised. Make sure that you know what you need to study, then prepare and follow a study plan. Ensure that you include time to sleep, eat and take breaks. You may find useful advice on getting a good night’s sleep at The Sleep Scotland Web Site.

- Make sure you have gathered all the resources you need, e.g. Vision, coursework information, notes, reading lists, past papers, etc., well in advance of your exam dates.

- Think about how you will organise your time. There are many effective methods available. Map your time to your study plan and include eating, sleeping, taking breaks and revising and preparing for exams.

- Make sure you divide your revision time appropriately and effectively across all of your exam subjects.

- Use a range of tools and strategies that suit your learning style.

- Summarise and sort your notes and other resources.

- Save your references.

- Try to be selective and learn what you really need to learn.

- The following study skills advice may be helpful on the Academic Study Skills Weblink

The following technology advice may be helpful: Download PDF: Home Study Support Technology Suggestions. Make sure you access this well in advance of your exams to allow you to trial any of the recommendations.

If anything does go wrong on the day of an online assessment, try to evidence this and complete a mitigating circumstances application. Guidance on MC will be published here: Examinations and assessment page.