

Points to note regarding examinations for Students who have been approved for examination accommodations via the Access Office or Learning Support Office

Please read carefully:

- ✚ **EXTRA TIME only:** You will be sitting your exams in the **main centre** with the rest of the students on your course. The supervisors present will be aware you are entitled to extra time once you have registered with the Access or Learning Support Office.

- ✚ **SCRIBE /ASSISTIVE TECHNOLOGY/SEPARATE CENTRE /OTHER:** If you have been approved for any of these supports you will be sitting your exam in a separate room. Please take a seat outside the library opposite the Admissions Office 30 mins prior to your Exam start time (each day) where your supervisor will meet you up before each examination.

- ✚ **SPELLING & GRAMMAR WAIVER:** If applicable, a yellow card is being posted to the home address that you have provided IT Sligo with as part of your college registration. This card indicates that you are entitled to a Spelling & Grammar waiver and you should leave this card and your IT Sligo ID Card beside each other on the top right hand corner of your exam table so that supervisors can give you a sticker to place on the front of your examination answer book. Once issued, this card is valid for the duration of your studies at IT Sligo. If you require a card to be reissued, please contact the Learning Support Office (learningsupport@itsligo.ie) without delay and a charge will be applied for reissuing a card. **Without this card, you will not receive a sticker and lecturers may not be aware of your requirement for a Spelling & Grammar waiver when correcting your work.**

- ✚ **READER / LAPTOP /SMALLER CENTRE only:** If you require a reader or smaller centre only you will be sitting your exam B1081 (round the corner from Booknest). Please be present 25 mins before your Exam is due to start and make yourself known to the supervisors present.

- ✚ Should you have any query about the location of your Exam please call to the **Examination office** (Registrars Offices opposite the Library)

Please note that Exam timetables are subject to change and it is your responsibility to notify the Access Office/Learning Support Office should your dates or times change. If you are sitting your exams in any centre separate to your class colleagues please remind your lecturer should they need to contact you during your exam.

GOOD LUCK IN YOUR EXAMINATIONS