

## Special examination arrangements at NTNU

### Application form

Applications for special examination arrangements are to be made on a special form. This is available at Student Service at Dragvoll and Gløshaugen and on the web page of the Student Advisory Service: [www.ntnu.no/tilrettelegging](http://www.ntnu.no/tilrettelegging).

### Explanation for your application

It is necessary to state on the application form the reason for NTNU making special examination arrangements. This information will be used by the Examination Office to give you the best possible solution. All information is treated in full confidence and is not registered in the computer records at NTNU.

### Documentation

It is necessary to document your need for special examination arrangements. This can be a medical certificate from a doctor, psychologist, speech therapist or other qualified medical personnel. The documentation must state the reason why special examination arrangements are necessary and whether this is a temporary or permanent situation.

There is a special form that medical personnel can use that gives the information that NTNU requires. This is available at the same places as the application form.

It is advantageous if this documentation can indicate what special measures could be applicable. However, it is up to the Examination Office to decide what measures NTNU can take in each case.

If you need more time to obtain documentation, this can be sent later. It is your responsibility to obtain the documentation required. An application that is not supported by documentation will not be processed.

### What can you apply for?

Usual arrangements include:

- Extended examination time
- Use of PC or other support
- Use of sign language interpreter
- Adjustment of chair, table, ergonomic adjustments
- Special examination question paper (larger writing, in braille on diskette)
- Reading of examination questions
- Individual room or room for resting
- Writing assistance
- Anonymity regarding certified dyslexia

If these need have a permanent character, permission can be granted for examinations in all studies at NTNU.

It is also possible in some cases to apply for an alternative examination type, such as oral rather than written. This has to be decided for each course and the application has to give the exact details. The application will be decided together with the academic staff. Student Service can advise you about which types of special arrangements can be applicable for you.

### Notification of decision

You will get a written answer to your application that will be sent to your stated address for that semester. The decision notification letter states what measures have been decided and for what period. You must take good care of this letter.

### Application deadlines

The deadlines to apply for special examination arrangements are **15 September** in the autumn semester and **15 February** in the spring semester. If you apply later, you cannot count on your application being processed. The exception is if illness or injury occur after the application deadline. The Examination Office will try to help with such applications. .

Students at Gløshaugen are to note that the deadline in the spring semester also applies for re-sit exams in the summer.

Student and Academic Division  
NTNU

Examination Office

Advisory Service for students with special needs

# APPLICATION FOR SPECIAL EXAMINATION ARRANGEMENTS

Guidelines to the application form