**NUI Galway DSS approach to recent online exams**

**Extra time**: We recommended that all students with the reasonable accommodation of extra time should be granted the extra time for their online exam. This was the same regardless of the length of time of the exam, so if the online exam was 2 hours or 24 hours our recommendation was that students be given additional time.

**Locations**: Room locations such as room alone, low distraction, pc suite etc. were not taken into consideration as students were sitting the exams from home. However, some exams that were invigilated/supervised via webcam required a separate arrangement for students who would sit exams in an alternative venue in normal times. Reasons included: protection of student privacy/confidentiality, reduce distraction, reduce anxiety/stress associated with being watched by invigilator and classmates.

**Specialist software**: If students usually used specialised software in exams such as TextHelp R & W then they could continue to use it as they generally would have a copy of the software on their home device.

**Equipment**: No special equipment needed to be supplied.

**Scribes**: If a student would normally use a scribe we engaged with students and lecturers on a case by case basis. Some students requested an alternative form of assessment such as a take home essay/assignment. Others made arrangements with their lecturers to describe something that would normally be drawn e.g., graph. Others were able to use their specialised software from home. For some that decided to write the paper themselves, additional time, on top of their usual allowance of additional time, was granted. Some students availed of an open book exam format and we supported students using RNIB Bookshare, Bookshare, and the Library resources to ensure they had access to the material they needed for their exams e.g. accessible PDF documents.

**Sharing reasonable accommodations with relevant staff**: Students’ LENS reports would already have been shared with relevant staff when the students first registered with the Disability Support Service (DSS). In addition, we pulled a report of all students registered with the DSS, their exam accommodations and their module details – if the module had a semester two exam scheduled. This report was filtered by each college in NUI Galway and shared with the Administrative Officer for each college, with a request not to share the list in its entirety with all module owners within their college (for data protection reasons), but to share the relevant sections of the data with the relevant module owners for the purpose of ensuring that individual students’ reasonable accommodations could be put in place.

**Communication with the students**: We contacted all students registered with the DSS and suggested they contact their lecturer to request accommodations for their online exams.

We provided a large number of students with a copy of their LENS report at their request, and continued to register students with the DSS during and after the exam period.

**FAQ pages**: FAQ pages were created to assist both students and staff with some of the queries we expected they would have.

**Disability Support Service**

**NUI Galway**

**20.05.2020**