

## Decision on adapted examination

**This application form is filled out by Student and Examiner.** The Student is responsible for submitting this application to Studentcentrum (main Reception) or tentamen@hig.se at the latest *three weeks before the exam date*.

### Course

Course code:	
Course name:	

### Student

Name:	
Personal identity number:	
E-mail address:	

## Educational support

**Decision on adapted exam is based on recommendations from Educational Support Coordinators.** The Student should show the recommendations from Educational Support Coordinators to the Examiner. The Examiner decides if the recommendations can be used when examining the course goals. The Exam Coordinators will handle practical adaptations regarding the exam.

Extended writing time: _____	
Smaller classroom	

<b>Computer without Internet with software (put x below):</b>	
<i>Text to speech (ClaroRead) for Exam answers (in Word)</i>	
<i>Text to speech (ClaroRead) &amp; Exam questions on USB-stick</i>	
<i>Spelling program Swedish (StavaRex)</i>	
<i>Spelling program English (SpellRight)</i>	
<b><i>ReadSpeaker + headphones on Blackboard-exam</i></b>	

**Other information to the Exam Coordinators:**

\_\_\_\_\_

Date: \_\_\_\_\_

Examiner's signature: \_\_\_\_\_

Printed name of Examiner: \_\_\_\_\_

**Note! The application is not valid without Examiner's signature.**

## Adapted exam/reexam

### Starting a new course

When starting a new course the Student is responsible for contacting Examiner regarding upcoming exam. **Bring your recommendation on Educational support.** *Student and Examiner fill out the application form together.*

You submit the application **three weeks before the exam date**, *with the Examiner's signature*, to Studentcentrum (reception in house 22) or scan the form and send it to: [tentamen@hig.se](mailto:tentamen@hig.se)

### Register for exam/reexam

**Register for exam/reexam** in Ladok at the latest 10 days before the exam date. You need to register to be able to get your educational support.

When attending a smaller classroom you will get an e-mail about a week before the exam date. The e-mail tells you what classroom you should go to.

### When submitting the application too late

Educational support is not guaranteed.

### How long is the application valid?

The application is valid for both exam and reexams.

### Writing exam off-campus

1. The Student is responsible for booking a place when writing exam off-campus. The Student is also responsible for checking if educational support is possible there.
2. Submit this application to Studentcentrum or [tentamen@hig.se](mailto:tentamen@hig.se)
3. Apply for off-campus exam online: [www.hig.se/tentamen/tentamen-pa-annan-ort](http://www.hig.se/tentamen/tentamen-pa-annan-ort)
4. Note! In the "Other Information"-field on the web form, you should write that you want an adapted exam.

***Note! We only guarantee educational support when writing on campus in Gävle.***

### Questions

When questions regarding educational support, contact us at [tentamen@hig.se](mailto:tentamen@hig.se)