

Adjusted Modes of Assessment

Guidance Notes for Staff and Students 2026-27

This guide is for students and Colleges to provide detail of the process for applying for an Adjusted Mode of Assessment (AMA), specifically changes to the format/mode that the student is assessed, as a reasonable adjustment.

The AMA process is referenced in the [Code of Practice: Access and Inclusion for Disabled Students](#). This document does not replicate the information or background available in the Code, and it is expected that all students and Colleges have read the Code before making an application.

The deadline for AMA Applications relating to assessments taking place in Easter Term is **Friday 6 November 2026**. For PhD students, applications should be made as soon as possible, and in any case prior to submission of the thesis or report.

Update for 2026-27

- From 2026-27, if a student has had an approved Adjusted Mode of Assessment in previous, recent years, then the full AMA application form is not required, provided the student remains on the same Tripos or course of study and their medical condition, disability and/or circumstance remain unchanged. A shorter version to complete, for repeat applications, can be found [here](#). The Mitigating Circumstances team will acknowledge receipt of the application and then liaise with the relevant Department or Faculty to complete the Recommendation form. This will then be considered under delegated authority by the EAMC. If the Committee has no reason to consider the AMA is advantaging the student, the Recommendation will be approved and circulated. If there are changes to the mode of assessment, competence standards or the student's request, the application may move onto the standard process, with the possibility of a case conference.

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1. PURPOSE OF AN AMA

An Adjusted Mode of Assessment (AMA) is used where standard or enhanced reasonable adjustments to the standard mode of assessment do not adequately address the specific, substantial disadvantage experienced by a disabled student, or student with a temporary substantial injury, in relation to the assessment. This will normally require setting aside the regulations for examinations and determining an adjustment, where to do so is an effective and reasonable means of avoiding or offsetting the disadvantage.

AMAs should not be used where a student is not currently capable of engaging with their studies or assessments, as a result of their disability or another reason. Instead an application for intermission should be submitted to the EAMC for consideration; or where the student is unwilling to intermit; the Procedure to Support and Assess Capability to Study should be initiated, or the equivalent College procedure.

The details and examples laid out in this guide should not be taken to imply that, given a particular set of circumstances, a particular request would be approved and there is no guarantee that the AMA requested will be awarded.

1.1 COMPETENCE STANDARDS

An AMA must meet the competence standards being measured through the original assessment method. The Equality Act defines a competence standard as *'An academic, medical or other standard applied for the purposes of determining whether or not a person has a particular level of competence or ability'*. There is no legal duty to adjust the competence standards, which maintain the academic standards of the course. This is to ensure that there is confidence in any academic award granted to the student that the key requirements of the course have been met.

A common example of assessment, particularly for undergraduates, is a written assessment under timed conditions. The amount of time permitted to complete the written assessment or whether the examination is typed or handwritten is rarely a competence standard. However, it may be a competence standard for a student to be able to demonstrate a particular standard of knowledge in certain areas of their subject in response to unseen questions without access to reference materials. For some subjects, a competence standard may be demonstrating a certain level of ability in music performance, communicating in a foreign language, or medical dissection.

In most cases, a competence standard is not connected to the mode of assessment, that is, the mode of assessment is simply the method which has been chosen to assess the competence standard.

2. TYPES OF ADJUSTED MODE OF ASSESSMENT

2.1 Considerations prior to application

AMAs are tailored to each student based on their specific disabilities and its evidenced impact on them. Colleges are expected to have discussed with the student what AMA might be appropriate prior to an application being made. Colleges can use the examples in this document and adjustments/arrangements that have previously been made for the student to aid this discussion. It is essential that the College and student discuss the [standard and enhanced reasonable adjustments](#) available and why these would not substantively mitigate the disadvantage to the assessment as this will need to be articulated and evidenced as part of the application.

Colleges should not submit applications based on previously approved cases for other students, as decisions or cases previously considered do not set a precedent for a particular disability, AMA or course of study. If a student and Tutor don't know what AMA to request, that part of the application form should be left blank. However, the Mitigating Circumstances Team encourage the College to contact them to discuss more complex cases or where they are unsure about the AMA process.

The following is a non-exhaustive list of previously approved adjusted modes of assessments, specific to the student's circumstances:

- Replacing a written examination with a piece of coursework, essays or viva;
- Sitting part of a written examination at the same time as the cohort, the other parts to be examined by further examination or coursework at a pre-agreed time through bespoke arrangements;
- Reducing the number of questions to be answered during an examination and submitting an additional essay (for example replacing an examination of 3 questions in 3 hours, with 2 questions in 2 hours and an additional essay);
- Extending the study period into the long vacation period, for example, extending the deadline of coursework or a dissertation into July, August or September.
- For Postgraduate students (Research only) – verbal responses replaced with live, interactive (i.e. more than one iteration expected) written responses.

In addition to choosing adjustments that address the substantial disadvantage experienced by a student, each of the adjustments have practical consequences that students must consider prior to application, some of which are outlined in section 2.2-2.4.

The Framework for assessment and examination access arrangements for Postgraduate research degrees can be found [here](#). The Postgraduate Committee, in conjunction with the EAMC, are responsible for approving any application for an AMA to an examination for a postgraduate research degree. The Postgraduate Committee acts on behalf of the General Board in this regard. To be deemed reasonable by the Postgraduate Committee, any Adjusted Mode of Assessment must include an adequate element of real-time interactivity between the candidate and examiners, either orally or, exceptionally, in writing. There is no guarantee that an AMA will be approved, so the student must work towards the set mode of assessment until it is confirmed that their application meets the threshold.

2.2 Adjustments to the examination timetable

Standard and/or enhanced reasonable adjustments may also be applied for the examination, as required by the circumstances, for example, extra time in an examination or sitting only one examination per day.

Where a student has been permitted a bespoke timetable whereby, they are sitting the same examination papers but on different days to the rest of their cohort, the student is required to sign a declaration form confirming that they will not engage with any discussion regarding the examination papers with anyone by any means until they have completed their examinations. Implementation of this requirement will be discussed on a case-by-case basis but it may include avoiding all forms of social media and the student removing themselves from course WhatsApp groups, to avoid receiving information accidentally. A student must also understand how a bespoke timetable may affect access to corrections and clarifications.

Where the cohort completes the examination on Moodle, standard processes such as automatic emails will continue. Faculties and Departments will continue to send the links to the examination in Moodle, however, these should be ignored. The student is not permitted to view the examination papers on Moodle when released to the main cohort as this would compromise the integrity of the examination.

If the student is suspected of viewing the paper(s) on Moodle, this would be investigated in accordance with the [Student Disciplinary Procedure](#) as suspected academic misconduct.

2.3 Replacing written, timed examinations with an essay or a portfolio of essays

Where a closed book examination is to be adjusted to include, or replaced with, one or more of the following:

Adjustment	What does it replace	What are the requirements
Essay	A single question removed from a closed book, timed exam to reduce the number of exam questions.	Following completion of the closed book exam with reduced questions, complete the removed question in an open book format, with a word count and deadline (normally 8 hours – 24 hours).
Portfolio of essays	An entire examination paper.	A word count, deadline for each essay, between 24 hours and 2 weeks per essay, multiples titles released altogether or staggered, formal referencing and a viva.
Open book exam	A closed book examination paper.	Open book exam with an extended timeframe for completion (normally between 12 hours and a week) and a viva.
Coursework	A closed book or open book examination paper.	A word count, deadline (normally between 2 weeks and 4 months) formal referencing, viva if alternative to a closed book, possible supervision with brief comments on work

		offered, akin to dissertations or other coursework.
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All submitted work must be written for the purpose of summative assessment and therefore, students should not use work submitted for supervisions.

Supervisors shall offer a level of supervision for these essays similar to that for dissertations, i.e. brief comment rather than full feedback. There can be practical limitations with the availability of specific supervisors and students are unable to require specified supervisors to provide feedback.

Essays shall be marked using the Faculty's General Assessment Criteria and with the expectation of a level of research, referencing and presentation appropriate for coursework, rather than examination essays.

The EAMC requires Examiners, normally the Chair or Senior Examiner and at least one other Examiner, to hold a viva with the student in order to be satisfied of originality. The viva held will not have an impact on the marks awarded but will allow the student to demonstrate the originality of their work. Where there is suspicion of academic misconduct, this would be investigated in accordance with the [Student Disciplinary Procedure](#).

Where an open book examination is being replaced with a piece of coursework or essays, it is at the Examiners' discretion whether the student will undertake a viva.

Where a student is approved to replace a written examination with an essay or a portfolio of essays, if an extension to the deadline is subsequently required then a Department has the discretion to permit an extension to the submission deadline for up to 7 days, confirming any extension to the Mitigating Circumstances Team at examarrangements@admin.cam.ac.uk. Alternatively, or for extensions longer than 7 days, an application should be made to the EAMC via the [normal mechanism](#).

As a result of competence standards, it is unlikely that students would be able to replace all unseen examinations with an essay or portfolio of essays. However, this adjustment may be one of a package of adjustments agreed as part of an AMA.

3. THE APPLICATION PROCESS

3.1 APPLICATIONS

To apply for an AMA a completed application form alongside all relevant evidence must be received by the Mitigation Team at examarrangements@admin.cam.ac.uk by **Friday 6 November 2026**. For PhD students, applications should be made as soon as possible, and in any case prior to submission of the thesis or report.

SUBMITTING AN AMA APPLICATION

There are two AMA application forms; a full application form and a new shortened version of the form for repeat applications. The full application form is to be used by students who are applying for an AMA for the first time, or where they have applied previously but the application had not met the threshold. This form should also be used when a student wishes to request a different AMA to what was previously approved, or there has been a change to the student's medical condition or circumstances. The second form is a shorter form for those students who already have had an approved Adjusted Mode of Assessment in previous, recent years and all remains the same to the previously approved AMA.

Applications will only be considered when submitted by the College on the student's behalf, except in the most exceptional circumstances. All applications must be made in accordance with this guidance.

It is expected that applications submitted directly by the student rather than the College specify a reason for doing so, for example, where the relationship between the student and the College has broken down. In these instances, the student's College will still be informed and consulted throughout the process as the University and College have joint responsibility for the delivery of education and pastoral services.

While direct applications from Postgraduate research students are permitted, Tutors are encouraged to submit an application on their behalf. It should be noted that Postgraduate applications are considered in accordance with the standard process, via the EAMC, to consider if the threshold for an AMA has been met. AMA requests from Postgraduate research students will be considered at the next available EAMC meeting, throughout the year, dates can be found [here](#). If the EAMC outcome letter confirms that the threshold has been met, the application is then shared with the Postgraduate Committee to advise of the next steps to be taken.

APPLICATION CONTENTS

Students must be aware of and consent to the full contents of the application submitted by the College. Both the student and College must have read this guidance prior to submission.

Applications must be sent by **6 November 2026** to examarrangements@admin.cam.ac.uk and full applications include:

- a completed application form, including the student declaration form;
- a letter from the Tutor and Senior Tutor;
- current and comprehensive medical evidence and/or an assessment from an appropriate expert (see section 3.2 Medical Evidence);
- any reasonable adjustments for study and assessment that have previously been granted or are currently in place for the student;
- evidence that standard or enhanced reasonable adjustments will not sufficiently mitigate the substantial disadvantage caused by the student's disability;
- a statement from the student's ADRC Adviser; and
- the student's Student Support Document (where issued).

Applications **may** include:

- a student statement or other supporting evidence, outlining how the student's disability impacts their daily and academic life;

The repeat AMA application form does not require any supporting documentation.

When an AMA application is received that only requests a long extension, the Mitigating Circumstances team will contact the Department/Faculty directly, before the EAMC meeting, to receive a statement regarding the academic feasibility of the proposed submission date. The team will request the date of the Final Examiner's meeting, and any proposed new marking and classing date (as the student will be unable to graduate with their peers).

Please note that the Mitigating Circumstances Team will add to the current full AMA Application historical AMA/AMS applications and/or allowance applications made to the EAMC, which have previously been considered, as well as outcome notices. This includes historical medical information.

3.2 MEDICAL AND SPECIALIST EVIDENCE

The purpose of providing current and historical-evidence is to help the University understand the impact that the mode of assessment has on an individual student. The wide array of [standard or enhanced adjustments](#) will accommodate the majority of student disabilities and an AMA is for the most exceptional cases that require setting aside University regulations.

Consequently, it is necessary to receive medical or specialist evidence that includes how the relevant condition(s) impact upon a student's study and assessment in Higher Education. This ensures that appropriate adjustments are made to alleviate the substantial disadvantage. Clear, objective evidence is critical and cannot be overcome by quantity of evidence. Applications without evidence that meets the following criteria will be declined:

Type of disability/ condition	Regularity of evidence	Evidence required
Physical disability	The same evidence can be re-used each year for applications unless there is a change to the condition or a new diagnosis	From specialist practitioner or GP: • confirmation of the disability; and • relevant details on any limitations to the student's ability to undertake assessments
Specific Learning Difficulty (SpLD)		From a practitioner psychologist or a qualified specialist teacher holding an SpLD Assessment Practising Certificate: • Diagnostic assessment report • evidence of the student's abilities to undertake assessments
Chronic or relapsing/ remitting condition	Evidence is initially required to be current and dated within the last year. Each subsequent application shall include evidence from a consultant/specialist that either: • reaffirms the condition has not changed; or • summarises any changes and/or new treatment plan	From a consultant or qualified specialist: • Diagnosis by a consultant or specialist • a treatment plan (where appropriate) • relevant details on any limitations to the student's ability to undertake assessments
Mental health condition		

For consideration of an AMA, evidence from a College nurse or Counsellor on its own is not sufficient. If a student's SSD is being reviewed, do not wait for this to be completed before applying. Where there may be difficulty in obtaining medical evidence, the student should be advised to try and gather updated evidence where possible.

Where there are queries regarding evidence, or it appears that obtaining medical evidence would be onerous or costly to the student, the College should contact the Secretary to the EAMC for guidance at examarrangements@admin.cam.ac.uk.

INFORMATION SHARING

In order to be able to process and fully consider the application, the full content including submitted evidence; any historical evidence, from previous AMA applications and/or allowance applications to the EAMC; outcomes from previous AMA applications and/or allowance applications to the EAMC will routinely be made available to the following:

- EAMC members
- Administrative support to the EAMC
- Postgraduate Committee (where applicable)
- Examiner(s) from the relevant Department or Faculty
- Invitees of the case conference, in exceptional cases only (if a case conference is organised)

3.3 TIMING

Applications should be received as soon as possible and, at the latest, by **6 November 2026**. This is to ensure that any adjustments to teaching and other support can be put in place and that adjusted modes can be discussed with the Faculty or Department concerned. Late requests or evidence **will not be accepted** unless there is a valid reason for delay, which will be determined on a case-by-case basis by the Secretary of the EAMC.

The timeframe for each AMA process can take several weeks or months. Some Faculties require their Exam or Faculty Board to approve recommendations, and those meetings can only occur once or twice a term. Postgraduate applications for research programmes also require consideration by the Postgraduate Committee, which may extend the timeframe for completion of the AMA process. A student should not assume that an application will be successful or make choices about their study based on an AMA application until such time, if any, that a formal AMA approval and recommendation is received.

3.4 CASE CONFERENCE

CONSIDERATION WHEN DECIDING WHETHER TO REQUEST A CASE CONFERENCE

When deciding whether to request a case conference, the College and student should consider that:

- A case conference will lengthen the process of consideration, on average by 4-8 weeks.
- The purpose of the case conference is for open discussion of the course content, competence standards being assessed, any practical issues and what other adjustments might be possible. No decision is reached during a case conference. Students are welcome to attend but no negative inference is made if they choose not to do so. Feedback from students indicates that some can find case conferences stressful though this is not the intention or purpose of the case conference.
- The EAMC can request a case conference if it considers it would benefit the application, for example where a student's needs are complex and it is their first request, or where previous adjustments may not have sufficiently mitigated substantial disadvantage.

4. CONSIDERATION OF APPLICATIONS

4.1 CONSIDERATION BY THE EXAMINATION ACCESS AND MITIGATION COMMITTEE (EAMC)

All completed and accepted applications will normally be considered at the next meeting of the EAMC, other than repeat applications which have been previously approved. The latter may be considered under authority delegated by the EAMC at the recommendation stage of the process. Applications are assessed on a case-by-case basis, reviewing the request as well as any historical information on that student's previous mode of assessment and any previous applications that have been made to the EAMC. Until such time, if any, that the EAMC approves the AMA, all parties should continue preparations on the basis of the current assessment type.

The Committee, including its Medical Advisers, will consider the application and determine whether it meets the threshold for an AMA:

Based on the evidence provided, the student would be caused substantial disadvantage in relation to their assessment, as a result of their disability; and such disadvantage cannot be sufficiently mitigated by standard or enhanced reasonable adjustments.

When considering applications, the EAMC will always have regard to the adjustment that will have the least disruption to the student's studies to sufficiently mitigate the substantial disadvantage.

If the application does not contain enough or appropriate evidence, then the EAMC may request further information or decline the application.

When the EAMC considers a request for a long extension they will be considering both the threshold and the recommendation, so there is no need for the application to be considered and approved twice. The outcome will then be circulated to all relevant parties, including the College at least 24 hours in advance of the student.

In some circumstances, it may not be necessary for an application to be considered at an EAMC meeting. This may include where a student has had an AMA previously and there is no change to their condition or their request, or where, following an approved AMA a request is made for a minor amendment to a timeline. Instead, such an application will be considered under delegated authority.

DECLINING AN AMA APPLICATION

If the EAMC determines an application does not meet the threshold for an AMA, it will share this decision with the College and student, explaining its reasons for the decision and providing information about how to review the EAMC's decision. Further information about reviewing a decision is outlined in section 4.5 of this guidance. Where the AMA threshold has not been met, the EAMC may approve standard or enhanced reasonable adjustments instead.

ACCEPTING AN AMA APPLICATION

When the EAMC considers an application to meet the threshold for an AMA, the application will either be circulated to the relevant Department or Faculty or scheduled for a case conference for further discussion. The student and/or College can request a case conference in the AMA application, alternatively, the EAMC or Postgraduate Committee (where applicable) can request a case conference to be held.

Throughout the AMA process, the Mitigating Circumstances team may meet with the Department or Faculty to offer advice on the process.

4.2 POST-EAMC DECISION

CASES WHERE A CASE CONFERENCE IS NOT REQUESTED

Once a case has been considered to meet the threshold for an AMA, the case will be sent to the Chair of Examiners or Senior Examiner(s) with a request for an update¹ within 28 working days. Postgraduate applications for research programmes will be considered by the Postgraduate Committee before the relevant person in the Department, Faculty or Degree Committee are contacted.

The Mitigating Circumstances team will send updates at regular intervals to the College, to be shared with the student, regarding the status of their application under circulation. These will continue until a recommendation is made and the application is closed.

If the Department or Faculty request further information on the application or for a case conference to be organised, the Mitigating Circumstances team will arrange this.

CASES WHERE A CASE CONFERENCE IS REQUESTED

The purpose of the case conference is for open discussion on the course content, competence standards being assessed, practical issues that require addressing and what other adjustments might be possible.

Preparing the case conference:

Where a case conference is requested in the AMA application or by the EAMC, the following stakeholders will be invited to a case conference:

- The Chair of Examiners or Degree Committee (may delegate to Assistant Chair or Senior Examiner)
- College representative (usually Tutor but can be Director of Studies, Senior Tutor, Tutorial staff)
- Member of the ADRC, preferably the student's ADRC Adviser (to provide expert advice on the nature of the disability and impact of the disability in the setting of assessments)
- Student (optional attendance)
- Where requested by Department:
 - Course Director to provide detail about competence standards or practical information about the course

¹ An update is not necessarily a recommendation although departments are encouraged to submit recommendations as soon as possible.

- Chair of Examiners from the 'parent' Department of any papers that the student intends to sit borrowed from other subjects

The College should discuss with the student whether they wish to attend the case conference. Students are welcome to attend but it is not necessary to do so, and no negative inference will be drawn from a student not attending. Students may prefer to attend so they have a greater understanding of the process and/or provide information that they have not submitted as part of the application. However, some students have reported finding case conferences stressful; students should think carefully about what is in their best interests.

The student's Tutor or Director of Studies can provide the student with support during the case conference. In addition, disabled students that require practical support as a reasonable adjustment can bring a further 'supporter' to the meeting. This person will not be able to make representations at the Case Conference. Therefore, the supporter should not be the student's ADRC Adviser or a legal representative.

Prior to the case conference, it is expected that the Chair has identified the competence standards for the current mode of assessment, specifically what is being measured and how it is being measured.

During the case conference:

The purpose of the case conference is fact-finding only. **No decision is made at the case conference.** Also, while any specific request made by the student and College in the application may form the basis of the case conference, it may not be the adjustment granted.

The case conference will be chaired by a member of the Mitigating Circumstances team and only those invited can attend. Students who choose to attend the case conference will join for the substantive part of the meeting. The student and any 'supporter' will leave once the substantive part of the case conference is complete and all information has been gathered. Other attendees will remain to confirm the next steps of the process and timelines. Any queries should be sent to the Mitigating Circumstances team at examarrangements@admin.cam.ac.uk.

Case conferences shall not be recorded in any way either within the Zoom or Teams functionality or on a secondary unseen device, unless required as a reasonable adjustment. In those cases, permission should be sought from the Secretary to the EAMC and the recording will be made by the Chair.

After the case conference:

After the case conference, a summary of the key points discussed will be circulated to all attendees to check for accuracy. These notes will not be a detailed account of all points discussed and any changes suggested by the stakeholders should retain the summary nature of the discussion. If the student did not attend the case conference then the College will be prompted to share these notes with the student.

The Chair (or deputy) will then consult colleagues of their Exam or Faculty Board on the request made and produce a recommendation for each requested paper.

4.3 RECOMMENDATION

When the EAMC considers a request for a long extension they will be considering both the threshold and the recommendation, so there is no need for a separate recommendation document to be produced.

For all other applications the Chair will inform the Mitigating Circumstances team, on behalf of the Secretary, of their recommendation for an AMA. The recommendation shall list in detail the AMA for each paper for which the student is enrolled and give reasons for the recommendation.

It is important to note that:

- recommendations may differ between papers;
- the recommendation may not match the request on the application;
- a recommendation may be made that was not discussed at a case conference;
- there may be a delay in receiving a recommendation, if it is required to go through a Faculty's governance process (such as a full meeting of the Faculty Board).

Once a recommendation has been received, the Mitigating Circumstances team, on behalf of the Secretary, checks that each enrolled paper is considered, and the competence standards are met. In some cases, the Mitigating Circumstances team or Secretary will consult further with the Chair of Examiners on the recommendations made.

4.4 APPROVAL

Recommendations may be approved under delegated authority or considered at an EAMC meeting or Postgraduate Committee meeting. In reaching a decision, the decision-maker(s) will consider the original application, the summary of any case conference that took place, and the Chair's recommendation.

Following approval either via delegated authority or the EAMC, the College and student shall receive an outcome letter, copied to the Chair of Examiners and ADRC. The College will be informed of the decision at least 24 hours in advance of the student. Outcome letters shall be sent Monday to Thursday during office hours.

While an approved AMA is in place, the University may call for a review of the approved adjustment where the nature and extent of a disability has changed and/or where evidence suggests that the approved adjustment is not appropriately mitigating the substantial disadvantage caused by the student's disability.

The student is responsible for alerting their College immediately if they feel the AMA in place does not sufficiently alleviate the substantial disadvantage caused by their disability. The College should then contact the Mitigating Circumstances Team to discuss this, as a new application may need to be submitted, especially when substantial changes have been requested. It is not appropriate to apply for an examination allowance on the basis that a student did not consider the AMA to have alleviated the disadvantage during their studies and assessment. Any concern should be raised as soon as possible after an AMA is approved.

Inclusion in standard processes

Even when a student has an AMA in place, they remain included in communications regarding the standard assessment processes for the rest of the cohort, which may result in the student receiving incorrect information. Examples include:

- Examination confirmation forms issued to them with the standard exam timetable information.
- Links to cohort exams on Moodle (where the student's timetable is bespoke).

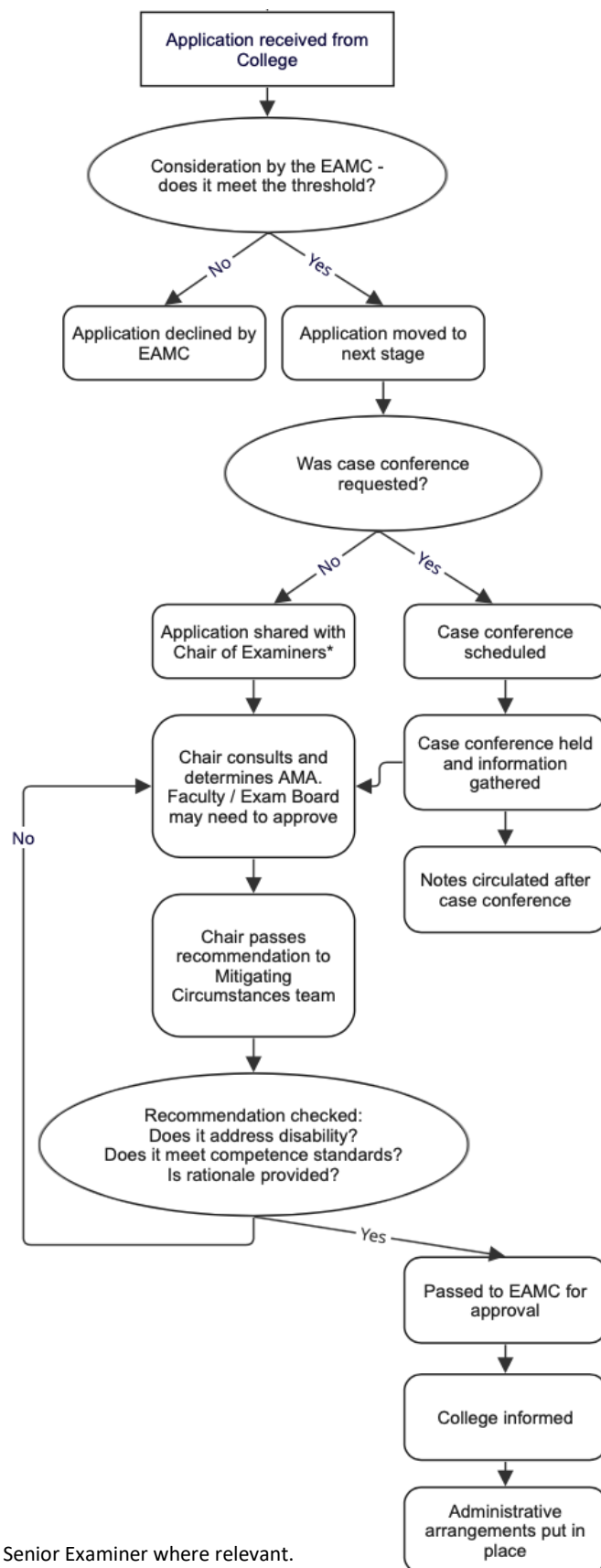
In these instances, the student must ignore these incorrect items, but in case of doubt, check with their tutorial office who can contact the Mitigating Circumstances team if needed.

4.5 REVIEW PROCESS

If the student is dissatisfied with the approved AMA or with the decision to decline their AMA application, for reasons that fall within the permitted grounds, they can request a review within 14 days using the [Procedure for the Review of University Body decisions](#), as detailed in the outcome letter.

The review is of a procedural nature; the Reviewer will consider whether, in reaching its decision(s), the EAMC has observed the relevant Ordinances and this guidance, and whether or not it has come to a reasonable decision in that context. Where the student remains dissatisfied following the [Review Procedure](#), the student shall have recourse to the Office of the Independent Adjudicator.

APPENDIX A – FLOWCHART OF PROCESS



*For these purposes, Chair also includes Senior Examiner where relevant.

APPENDIX B: EXAMPLES OF STANDARD AND ENHANCED REASONABLE ADJUSTMENTS

EXAMPLES OF STANDARD REASONABLE ADJUSTMENTS:

All adjustments are granted as a result of an evidenced disability or other significant temporary injury following application and approval. The more unusual an adjustment, the greater the need for specific evidence, e.g. an ADRC screening outcome for dyslexia would be sufficient for 25% extra time and typing of examinations. An adjustment for voice recognition software would require explicit evidence that the disability could not be sufficiently mitigated using an alternative adjustment.

Adjustment	Notes
Additional writing time	25% extra time is the standard amount offered in the UK, more is possible with a detailed rationale and medical evidence and is managed through the Enhanced Reasonable Adjustment process.
Rest breaks	5-10 minutes per hour is standard. Toilet breaks should be taken within the writing time, not the rest breaks, unless explicitly specified as a consequence of the student's condition. For Postgraduate students (Research only) - Scheduled rest breaks are offered, with an agreed way for the candidate to take additional breaks on request. Examiners may offer a break if the candidate shows increasing levels of anxiety.
Typing where an exam is usually handwritten	The student shall be asked to use Inspira, unless assistive technology is preventing them from doing so.
Voice dictation software or an amanuensis	Dictating an exam answer to software or a scribe. This should be an offline tool and not have any AI functionality.
Use of other assistive technology e.g. screen reader or magnifier	
Low density examination room (1 in 20)	This lowers distractions and noise
1:1 invigilation	Where adjustments require this (e.g. amanuensis)
Question paper in alternative format	Can include size of font, coloured paper, Braille but has limitations where the questions involve formulae, symbols or embedded items that contain text and may be distorted when amending the format
Use of prompter	Where a disability involves significant distraction
Access to medication and food during an exam	Food may be required as a result of the medication or as a direct requirement of disability
Non-Bluetooth noise reducing headphones	Reduce distractions/noise
Additional repetitions of music in aural exams	Where working memory is impacted by disability
Minor errors in spelling/grammar not penalised	This is managed by the SpLD functionality on CamSiS or through an examination warning when the student does not have an SpLD.

Small 'fiddle' item in the exam venue	A small, quiet fiddle item, to aid concentration
Ergonomic equipment	Chair, desk, mouse etc as required by disability
Request for specific seating in exam venue	Near the front or back of the room or near to an exit
Postgraduate Students (Research) only – Use of notes.	Candidate may add brief notes to their copy of the thesis and use markers to easily locate sections during the viva.
Postgraduate Students (Research) only – Use of visual aids	Use of flipcharts, whiteboard, or similar, if candidate requests to explain their ideas visually.

Please refer to the [Framework for assessment and examination access arrangements for Postgraduate research degrees](#) for a more extensive list of standard reasonable adjustments that can be made.

EXAMPLES OF ENHANCED REASONABLE ADJUSTMENTS:

These adjustments are applied where standard reasonable adjustments would not sufficiently mitigate the substantial disadvantage in an examination resulting from the student's disability, following application and approval. All of these adjustments require explicit evidence of the need for the adjustment, where a standard reasonable adjustment would not sufficiently mitigate the substantive disadvantage of the student's disability

Enhanced Reasonable Adjustment	Notes
'Stop the clock'	Where rest breaks are insufficient, a student shall have an examination window between 9am-5pm to complete their examination. The student shall still receive any extra time and other reasonable adjustments, but they are also permitted to take a break ('stop the clock') whenever they need to do so, providing the total amount of break time does not exceed the examination time (including extra time). Throughout the examination window, the student must remain in exam conditions (incommunicado) until after the first 30 minutes of the standard time for the examination, even if the student had completed the exam.
Bespoke timetable	This may include limiting the number of exams a student will sit in a day or on consecutive days. A student must sign a declaration regarding academic integrity and a student's work and actions will be carefully scrutinised for academic misconduct.
Extending the length of the exam	The exam is extended by a particular length of time rather than a percentage of time.
Long extension to coursework	Where evidence requires it, an extension may continue into the exam period.
Postgraduate Students (Research) only – presence of a trusted friend	Can be present in a supportive capacity, provided they do not participate in the viva in any way. This should normally be a member of staff of the collegiate University, other than the student's supervisor, approved by the Degree Committee.

Postgraduate Students (Research) only – Advance sight of areas to be questioned during a viva	Basic list/outline of areas the examiners will question during the viva provided 24hrs in advance.
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Please refer to [the Framework for assessment and examination access arrangements for Postgraduate research degrees](#) for a more extensive list of Enhanced Reasonable Adjustments that can be made.