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**Application for special arrangements during exams at the University College of Molde.**

Application deadlines:

* 1 March in the spring semester
* 1 October in the fall semester

**Applications should be handed to Student Service or scanned and sent by regular mail to Høgskolen i Molde, P.O.Box 2110, NO-6402 Molde, Norway**

Applications after the deadline will not be accepted. The only exception is if your condition arises after the deadline has expired.

Please fill out the following:

|  |  |
| --- | --- |
| Name:  | Studentnumber: |
| Faculty: | Study programme: |
| Exam period (circle the correct answer) :Spring /Fall / All semesters during your studies | Is your first exam closer than one month from now?: |

Facilitation arrangement:

Which is your preferred special arrangement or arrangements for your exams:

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I agree that a doctor or specialist may pass on information about my condition so that my application can be processed:

**Your application must be supported by a medical certificate from a doctor or your doctor must fill in the form found on page two of this application. All documentation must be in Norwegian or English.**

**To be filled out by a doctor.**

**Any information will be treated in confidentiality and stored securely.**

1. Diagnoses of student, including when the diagnoses was first recorded :

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1. Is the diagnoses permanent? Yes: \_\_\_\_\_\_ No:\_\_\_\_\_\_\_\_

Additional comments if any\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is the student’s performance confined to specific times of the year or another time specific period? Yes:\_\_\_\_\_\_ No:\_\_\_\_\_\_\_\_

If yes, when: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In your opinion; are special arrangements during the student’s exams necessary for the student to perform on par with other candidates? Yes:\_\_\_\_\_\_\_ No:\_\_\_\_\_\_\_\_\_

If yes, which special arrangements can in your opinion facilitate the student during his or her exams?

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**Regulations relating to admissions, studies and examinations at Molde University College - Specialized University in Logistics;**

**§ 30. Examination with special arrangements**

(1)       Students who need special arrangements for taking an examination due to medical or other reasons, must apply for this before the semester begins or before a specified deadline. The need for special arrangements must be documented by a medical certificate or statement from another expert. The documentation must include a specification of the need for special arrangements when taking the examination.

(2)      Special arrangements can include physical adaptions, examination support materials and/or extended time for the examination.

(3)       Students who attend a course that is not taught in their mother tongue, are given the possibility to use bilingual dictionaries at written examinations. The dictionary has to be in print and in the original binding. Electronic dictionaries are not allowed. In special cases, a student who attends a Norwegian course can, after submitting an application, get the examination paper in English and can be allowed to deliver the answers in English, if this is not stated differently in the curriculum plan or course description.

(4)       Students with dyslexia will be given the opportunity to use vital support tools for a written examination.

(5)       Other forms of examinations can be used in special situations for candidates that cannot manage the ordinary form of examination. The Dean determines such applications.