

Exam adjustments for open book and in-person exams

(previously known as alternative arrangements)

Exam guidance

- [Open-book exams guide for students](#)
- [In-person exams guide for students](#)
- [Exam wellbeing and preparing for exams](#)

A. Open book exams

Exam Duration

For open-book exams, all students will be given extra time for downloading, uploading and technical difficulties (“Technical allowance”). Full details is available from the [Open-book exams guide for students](#).

For students who have been granted an adjustment of additional time up to 15 minutes per hour, an allowance of one additional hour per exam will be given regardless of the open-book exam duration. For example, students with up to 15 minutes per hour extra writing and/or rest time, for a four hours open book exam, this will be adjusted to four hours writing time plus one hour technical allowance, so five hours in total. See conversion table below for a list of durations.

The additional one hour extra writing and/or rest time ensures that a minimum of 15 minutes per hour additional writing and/or rest time is maintained for all students regardless of the open book exam duration. This is in-line with the Equality Act 2010 which allows for more favourable treatment of those with a disability and provides a format that allows easy comprehension and administration for all involved, students and staff.

Disability advisors will be in contact directly with students whose adjustments go beyond an additional 15 minutes per writing hour to determine the best way of supporting their needs.

Late submission alert

The WebLearn open-book exam site is currently unable to differentiate students who have been granted additional time or a later start time. As such those students will be automatically alerted by the system that they have submitted their exam responses late. Please reassure students with approved adjustments in place to disregard this alert.

Exam adjustments

Please note that the open-book exam durations provided on individual timetables do not include the additional time for approved exam adjustments. Students who have approved adjustments for additional time should refer to the paragraph under the heading Alternative Examination Arrangements on their timetable and apply the additional time granted to the exam duration as appropriate.

The adjustments that could be applied for include:

- a later start time to sit an open-book exam, e.g. to start the exam at 9.30am on the next day instead of 2.30pm of the scheduled date. This is to accommodate students who are unable to sit the exam at the expected start time for legitimate reasons, such as caring responsibility or medical appointments. Please specify the proposed start time and time zone the student is sitting their open-book exams in in the application. These applications should be submitted via the [EAS SharePoint site](#).
- a dispensation from the standard adjustments for the open book exam, e.g. 24hrs in which to complete the paper (if feasible within the current exam schedule) to be submitted via the WebLearn open book exam online platform.
- a dispensation to sit partial papers, e.g. answering three questions instead of the required four.

Dispensation requests should be submitted to [Education Committee](#).

Standard adjustments (up to 25% extra time)

For students with exam adjustments of up to 15 minutes per hour extra writing and/or rest time please see the open book exam duration conversion table below:

| Open book exam duration (including technical allowance) | Open book exam duration for students with approved standard time adjustments |
|---|--|
| 4hrs | 5hrs |
| 2hrs50 | 3hrs50 |
| 2hrs30 | 3hrs30 |
| 2hrs | 3hrs |
| 1hr25 | 2hrs25 |
| 1hr15 | 2hrs15 |

Complex adjustments (or above 25% extra time)

The college office or department for non-matriculated students should submit an application for students with complex needs to [Education Committee](#). Student Support Plans (SSP) must be used as supporting materials for the application.

Other types of adjustments

For students who have other types of adjustments beyond additional time, the table below sets out how these will work for open book exams.

Disability advisors will be in contact directly with students whose adjustments go beyond 25% additional time or listed in the table below to determine the best way of supporting their needs.

| Original exam adjustment | Online open book exam adjustment |
|---|--|
| <i>Enlarged fonts and exam papers in Braille</i> | All papers will be available as downloadable PDF files from the WebLearn open book exams site. Students can enlarge and add coloured tints to their screen as required. Hard copy papers will not be provided, students are recommended to use a screen reader in place of Braille papers on their machine. |
| <i>Exam scheduling requests</i> | Papers will be available for a 24 hour period to allow for time zone differences for overseas students. Students with scheduling requirements, such as to sit papers in the morning only, may apply to start their paper later, as per the complex adjustments above. See table below of delayed exam start times. |
| <i>Food and drink</i> | Not applicable as open book exams are not taken in a controlled environment. |
| <i>Timed rest breaks</i> | Students will need to manage rest breaks themselves, as set out in Section 7.1.1 of the Examinations and Assessments Framework. |
| <i>Use of a computer +/- spelling and grammar check enabled</i> | Not applicable as open book exams are sat on computers. |
| <i>Assistive software</i> | Students who are already using assistive software and have this installed on their own machine can use this for their open book exams. |
| <i>Ergonomic equipment</i> | Students can use their own equipment. |
| <i>Scribe/amanuensis/Reader</i> | Family/household member may act as scribe or reader. |

Delayed start time clarifications

| Scheduled exam time | Adjustment | Your start time | Your submission time |
|---------------------|--|-----------------|----------------------|
| 9.30 am Monday | Delayed start (exams PM only) | 2.30 pm Monday | |
| 2.30 pm Monday | Delayed start (exams AM only) | 9.30 am Tuesday | |
| | | | |
| 9.30 am Monday | 24 hr submission | 9.30 am Monday | 9.30 am Tuesday |
| 9.30 am Monday | 24 hr submission and delayed start (exams PM only) | 2.30 pm Monday | 2.30 pm Tuesday |

| | | | |
|----------------|--|-----------------|-------------------|
| 2.30 pm Monday | 24 hr submission and delayed start (exams AM only) | 9.30 am Tuesday | 9.30 am Wednesday |
|----------------|--|-----------------|-------------------|

All times given in GMT, refer to time zones in [open-book exams guide for students](#)

Extending exam adjustments and dispensations approved for Trinity term 2020

If a students' exam adjustments put in place for Trinity term 2020 open-book exams need to be extended into Michaelmas term 2020 exams, and, providing their condition has not changed, please email eas@admin.ox.ac.uk to request an extension for these adjustments.

If a student had a dispensation for either a 24 hr submission or 24 hr delayed start for Trinity term exams, and their condition is ongoing, it may be possible to request to extend the adjustment without a new application or SSP. Please email eas@admin.ox.ac.uk to request to extend these types of dispensation.

If a students' condition has changed or no previous exam adjustments or dispensations had been granted a new application and SSP will be required for the appropriate adjustment as detailed in this guide.

Please note that dispensations for a 24 hr submission or 24 hr delayed start will be recorded against students' alternative arrangements records in eVision.

SpLD 2D forms

For open book exams, course administrators will add 2D forms to the exam responses before they are distributed to markers. Students **do not** have to complete or attach these forms themselves.

B. In-person exams

Exam adjustments

There are some instances whereby adjustments for in-person exams may be permitted, providing appropriate evidence is provided. These may include:

- College sitting for medically vulnerable students
- College sitting for students with chronic anxiety conditions

SpLD 2D forms

Students will be provided with 2D forms and it is their responsibility to attach this to their scripts.