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Learning and Exam Support for Students with Special Requirements

2018/2019

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1. Students requiring special consideration:

If you are a student who has a disability, mental health condition, a significant on-going illness, serious injury or a specific learning difficulty, The Institute of Banking can provide additional support. We aim to facilitate students to become independent learners while fully engaging in professional development.

2. Application process for learning support and/or special consideration for exams:

To avail of the Special Consideration during your study or an exam, you need to complete the Special Consideration Form (see page 3) and submit it to the Institute together with all supportive documentation confirming your condition.

3. Deadline to submit application

Semester	Learning Support	Exam Support
Semester 1 (leading to January 2019 exams)	These will be tailored to your specific needs. Please contact us as soon as possible.	7 December 2018*
Semester 2 (leading to May 2019 exams)		12 April 2019*
Semester 3 (leading to September 2019 exams)		2 August 2019*

***Note:** After the deadline we will **NOT** accept further applications for the relevant exam month, unless exceptional circumstances occur (such as a very recent accident).

4. What's available for students who have specific learning difficulties:

For students who have specific learning difficulties, such as dyslexia, dyspraxia, there are several ways that we can support them. To avail of these supports, the student must provide evidence of their situation, usually in the form of an educational psychologist's report, or a report from a medical specialist.

Where a student has difficulty with reading, or with deciphering or retaining information, there is an audio version of each manual available. The audio manual is an MP3 format, and so will play on a computer, but doesn't usually play on a conventional CD player. It seems to be most beneficial when listened to while reading the manual.

In the exam, additional time is given to anyone who has a condition where it would be appropriate to allow extra time. This also applies where a student is taking medication (in the case of, for example, diabetes, epilepsy), or is pregnant, or is recovering from an operation or a serious injury. Extra time may be needed for medication, to use bathroom facilities, or even to be able to take a short walk (important for those with back conditions). Usually, an extra 15 minutes is allowed for each hour (or part hour) of the scheduled exam. So, for a two-hour exam, or for a 1 ½ hour exam, an extra 30 minutes is allowed.

If a student prefers to complete a written exam on a computer, a laptop can be arranged. The answer paper is pre-formatted to make completion of the exam easier. A combination of written and typed answers are also common (where diagrams or tables may be easier drawn on paper rather than formatting them on a computer).

A reader and/or writer can be arranged for a student who needs one. It can be very helpful for a student to hear someone else verbalise the question, rather than trying to decipher the seen words.

Large formats of exam papers, and exam papers projected onto a screen are available for those students with impaired sight. Students who have a hearing difficulty are provided with a printed version of Invigilator announcements.

Where appropriate, students with particular exam requirements are allocated to a separate room, where they won't be interrupted by other students.

5. Exam Regulations – Section 3 - Special Case Candidates

- a) The Institute of Banking shall attempt to provide, where practical, a range of supports to examination candidates who have a physical or sensory disability, or a specific learning problem (e.g. dyslexia).
- b) Similar facilities can be made available to candidates who have particular requirements because of an accident, illness, medical condition or pregnancy.
- c) All special case candidates sit examinations at the same date and time as other candidates in the particular module, but additional time to complete the examination may be granted. The granting of additional time will necessitate that the special case candidates sit in a special exam centre.
- d) Where candidates wish to avail of these supports, they are required to notify The Institute of Banking no later than 8 weeks prior to the exam date so as to facilitate the provision of the required supports. Applications for such supports must be made in writing and be accompanied by relevant supporting medical or educational psychologist's report (i.e. completed by the appropriate specialist for the condition). Contact Deirdre.Hendrick@iob.ie for further information or with any queries. Requests received after the closing date for an examination session will not be accepted.

6. Special Support Officer:

For further assistance or if you have any questions please contact the Special Support/Exam Officer, Deirdre Hendrick, phone: 01 6116539 or e-mail: Deirdre.Hendrick@iob.ie