



**UCD Registry
Assessment**

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Alternate Exam Arrangements – Disability Support (AEADS)

Information for Students:

The Alternate Exam Arrangements - Disability Support (AEADS) Section within Assessment liaises closely with the [Disability Support Services \(DSS\)](#) to ensure that all student supports are met.

Assessment are responsible for organising end of semester examinations and work directly with students who require temporary disability support. All registered DSS students will be entitled to sit their end of semester examinations in an alternate exam centre. Each DSS registered student will be notified at the end of each semester by letter from the DSS with advice on specific examination arrangements.

For mid-semester examinations it is the student's responsibility to contact their lecturers well in advance of their exam to discuss the organisation of supports.

PROCEDURE FOR APPLICATION FOR TEMPORARY AEADS SUPPORT:

Students should submit a [Temporary Support Request Form](#) with relevant and current medical documentation to the Alternate Examination Arrangement Disability Support Section, Assessment, UCD Registry.

Assessment will hold medical documentation for a period of 13 months after which time it will be destroyed. Students are, therefore, advised to retain a copy of their medical certificate. Unfortunately students with an infectious illness cannot be accommodated in the examination halls.

Each case will be assessed and processed individually. Students will then receive a letter outlining which supports they will be granted. The letter must be produced before each examination with a current student identification card.

Examinations will most likely be held in an Alternate Examination Centre in Belfield. It is the student's responsibility to notify the relevant Schools of the situation.

Temporary Support is based on recent medical documentation only. Should illness, injury or disability persist or in the event that a continuation of special supports is needed, each student must register with the [Disability Support Services](#)

It is recommended that students who request an amanuensis/examination scribe for their examination session have adequate practice of working with an amanuensis before taking an examination by this method as students can find it difficult to adjust to this method.

CONTACT DETAILS:

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