

Examinations in the Assistive Technology Centre (ATC) - Guidelines for Students

You are scheduled to sit your forthcoming exams in the Assistive Technology Centre so that you have access to certain assistive software and/or equipment. If you would like to come and see the rooms you will be using and check the software and/or equipment then, please contact the Disability and Dyslexia Service on 01895 265213 or by email on disability@brunel.ac.uk to arrange a suitable time.

Please read through the following guidelines to ensure everything goes as smoothly as possible on the day:

Before the exam:

- Please report to the Disability and Dyslexia Service reception in room 315, Bannerman Centre, at least 15 minutes prior to the start of the exam. You will then be taken to your exam room.
- Please make sure you bring your student ID card to every exam.
- Prior to the exam start time you will be given the opportunity to check that any assistive technology you will be using is working correctly.
- An invigilator will be present for your exam. They are not required to sit in the room with you – all rooms used are glass fronted. This is however at the invigilator's discretion and chairs will be provided in the rooms should they wish to sit there.

Starting the exam:

- Before starting to answer any questions, you are advised to save a new MS Word document to both the memory stick supplied and the My Documents folder.

During the exam:

- You are advised to periodically save a copy of your work to both the memory stick supplied **and** to the My Documents folder.
- In the event of any problems with the assistive technology, support will be available from the Disability and Dyslexia Service. However, unless the problem can immediately be resolved, you are advised to continue the exam without the use of the technology and then submit mitigating circumstances. This will be supported by an Adviser from the Disability and Dyslexia Service.
- Should you wish to use the bathroom during the exam, an accessible toilet is located along the corridor to the left of the ATC. A swipe card will be provided from the Disability and Dyslexia Service reception to give access to the toilet.

After the exam:

- Ensure the final version of the answer sheet is saved to the memory stick supplied. This file will be kept as a back up until the end of the examination period and then deleted.
- A member of staff from the Disability and Dyslexia Service will set up the computer's network so that the answers can be printed and submitted to the invigilator.
- Check the printed copy of your exam answers to ensure this is the correct version.