

Reasonable adjustments for exams factsheet

Guide for students, invigilators and exam schedulers
Updated June 24

Reader

Your Reader is there to read aloud what you ask to be read. They will not help you interpret any written text.

The invigilator, which is the staff member overseeing your exam, will be the reader for your exam.

Before the start of your exam your reader will have a conversation with you about how you will work together.

You can ask them to change reading speed, re-read something or move from one section of a document to another.

They can read back your answer if you ask them to.

You can ask the Reader to read something to you as many times as you'd like.

[Scheduling considerations for students with Reader as a reasonable adjustment:](#)

There is only one student scheduled in the exam room if there's a Reader. This is not negotiable. This is because the Reader's role is to speak out loud during the exam.

Where a student requires a Reader as a reasonable adjustment and this request comes in after the deadline on the web, it is unlikely that we will be able to implement this reasonable adjustment for that exam period, so expectation should be managed.

Text to speech software

You can use the Read Aloud function (available on MS Word, Edge and MS Teams) in your exams – but you need this to be recorded as one of your reasonable adjustments in order to do so.

You may request to use this in your exam. Some students prefer to use Text to speech than a reader.

You are likely to take your exam in a computer lab with other candidates, where you will use your own headphones.

Make sure you know how to use Read Aloud with the right settings for you.

Please bring your own headphones to your exam.

[Scheduling considerations for students with Text to speech software as a reasonable adjustment:](#)

Students using this software can share an exam room with other students using a PC. They will be wearing headphones to use the software. Students only require own room if they have own room as an agreed reasonable adjustment for another reason rather than for using text to speech software.

Students using text to speech software need to be timetabled into a PC lab (because they are using the PC for this).

Assume students will be using the PC to write their answers (the document will be printed at the end by invigilators and added to an answer book with the rest of the scripts). Students can decide not to use the PC in the room; they can use the answer booklets if they choose. Or use a combination of PC and answer booklets.

Scribe

The Scribe's role is to produce handwritten or typed answers from your dictation.

The Scribe will write/type exactly what you say and only make changes that you tell them to.

They cannot help with answers or suggest when an answer is finished.

They can read back what has been written/typed, but only if you ask them to.

You can write or type yourself at any time if you want to.

Prior to the start of the exam, let the Scribe know how you want them to work with you.

[Scheduling considerations for students with a Scribe as a reasonable adjustment:](#)

There is only one student scheduled in the exam room if there's a scribe. This is not negotiable. This is because the student will need to talk out loud during the exam to talk with the Scribe.

Where a student requires a scribe as a reasonable adjustment and this request comes in after the deadline on the web, it is unlikely that we will be able to implement this reasonable adjustment for that exam period, so expectation should be managed.

There is no need to room the student in a PC lab for reason of Scribe – unless the exam requires a PC and/or the student has a PC as an RA.

Prompt

A prompt can keep you focused on the need to answer a question and then move on to answering the next question.

You can ask them to give you time prompts.

The invigilator will act as the prompt.

Before the start of your exam your invigilator will have a conversation with you about how you will work together.

Consider how you want to be prompted e.g. by tapping on the desk or by the prompter speaking your name.

Also consider how frequently you want to be prompted and what the prompter should look out for to notice that you may need a prompt.

Have a chat with your prompter prior to the start of the exam to see how you want to work together.

[Scheduling considerations for students with a Prompt as a reasonable adjustment:](#)

There is only one student scheduled in the exam room if there's a prompt. This is not negotiable. This is because the prompt will need to talk out loud during the exam.

Where a student requires a Prompt as a reasonable adjustment and this request comes in after the deadline on the web, it is unlikely that we will be able to implement this reasonable adjustment for that exam period, so expectation should be managed.

Using a PC (personal computer) for a written exam

You will be directed to a UWE computer that has been set up for you and your exam. A Word document will be ready to use to write your answers.

Several students are likely to be taking their exam on a PC in the lab.

Not using the computer: For certain types of exams, you may decide not to use the computer on the day. There will be space to the side of the computer for you to write any answer directly on an exam answer booklet. Paper can be supplied if you want to do a graph or diagram.

[Scheduling considerations for students with use of a PC as a reasonable adjustment:](#)

Students must be scheduled in a PC lab.

It is OK to timetable more than one student with PC together (unless any student has own room, reader, scribe or prompt).

Extra time

You are likely to sit your exam in a room with other students who have extra time.

How extra time is calculated.

Example 1: student has 25% extra time.

3 Hour exam: Student has the 3 hours plus 25% of the 3 hours added on, totalling 3h45

2 Hour exam: Student has the 2 hours plus 25% of the 2 hours added on, totalling 2h30

[Scheduling considerations for students with use of extra time as a reasonable adjustment:](#)

Students can be timetabled with other students who have extra time.

It's better to locate students with same exam duration together, if possible, to minimise noise disruption.

Students who have breaks to be located separately from students who have extra time.

Away from desk breaks or rest breaks

The names of this reasonable adjustment are used interchangeably but they mean the same thing. Also known as stop the clock rest breaks.

The timing of the exam will be paused at the start of your break and re-started when you are ready to continue.

The invigilator will let you know how to request a break during the exam.

You are permitted to use the toilet during your rest break.

During a rest break you will not have access to your exam papers.

[Scheduling considerations for students with Rest Breaks as a reasonable adjustment:](#)

These students would not be scheduled in main room.

Students with rest breaks can be scheduled together

Own exam room

You will be the only student in your exam room.

Other information

[Managing timing during the exam](#)

We will not always announce when your exam time is coming to an end. Please be prepared to manage exam timing yourself. There is always a clock in the room. Please explore prompt, above, if this is a barrier.

[Checking your exam timetable](#)

It is important you check your schedule regularly and certainly as you make your way to the exam location. We do our best not to change locations, but it is sometimes necessary to accommodate unexpected situations.