

EXAMS PROCESS

HOW IT WORKS



STUDENT LIST

Download your student list to check which students are registered with DSS. There are instructions on the following link:

https://www.ucc.ie/en/media/support/systemsadministration/D_MIS_UserGuide_Viewing_DSS_Information_v2.pdf

Please refer to pages 15, 16 & 17 of this guide

REASONABLE ACCOMMODATIONS

This list will contain details of the reasonable accommodations that students receive e.g. extra time.

The reasonable accommodations provided for students are dependent on their needs assessment, for example, not every student will get extra time.

EXTRA TIME



Extra time is only approved for exams that exceed 60 minutes. The norm for extra time is 10 minutes per hour. Any exams that are less than 60 minutes have **NO** extra time.

SPECIALIST SUPPORT



Any students who require specialist support for in class exams e.g. a scribe, screen readers and other software need to contact our office by filling out the following form

<https://forms.gle/AbTdJUWGKXuiwXE26> a

minimum of 10 days before the exam date (this process does not need to be followed for scheduled end of semester exams organised by SREO)

FURTHER QUERIES

Please ask students to contact their advisor if they have any queries.

If you have any general queries please email dssinfo@ucc.ie