

# UTS:APPLICATION FOR SPECIAL CONDITIONS IN EXAMS

## STUDENTS FROM NON-ENGLISH SPEAKING BACKGROUNDS

The university makes provisions for students who have been studying in English for a limited time to use a paper dictionary (not electronic), and to have extra time in exams. If you believe you are disadvantaged by your non-English speaking background (NESB), you can apply for special exam conditions. The ELSSA Centre supports applications from all NESB students in their first 2 semesters at UTS.

- 1 WHAT TYPES OF EXAMS AT UTS?
  - > Centrally conducted exams: these are at the end of the semester and are conducted by the Student Administration Unit. They are listed on the Exams website: [www.sau.uts.edu.au/exams\\_ass/exam\\_dates.html](http://www.sau.uts.edu.au/exams_ass/exam_dates.html) and through My Student Admin.
  - > Faculty based exams: these are mid-semester or end-of-semester exams conducted by your faculty.
- 2 WHAT ARE THE SPECIAL CONDITIONS?
  - > Additional exam time (10 minutes per exam hour)
  - > The use of an English dictionary
  - > These conditions only apply to exams of two hours or more.
- 3 WHO CAN APPLY?
  - > Special Exam Conditions are restricted to students from non-English speaking backgrounds (NESB) in their first year of study at UTS.
- 4 WHAT DO YOU NEED?
  - > A statement written by you on the application form explaining why you are applying for Special Exam Conditions.
  - > Approval (a stamp and signature) from the ELSSA Centre of the Special Exam Conditions application.
- 5 ARE YOU ELIGIBLE FOR ELSSA CENTRE APPROVAL?

The ELSSA Centre only approves applications if:

  - > Students are in their first year (first 2 semesters) at UTS and are registered with the ELSSA Centre.
- 6 WHAT DO YOU DO TO APPLY?
  - > Eligible NESB students (see point 5) complete the application form for Special Exam Conditions and take it to the ELSSA Centre to be approved. Then, the ELSSA Centre forwards the approved application forms to the UTS Exams Branch.

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### 7 WHEN IS THE CLOSING DATE FOR THE APPLICATION?

- > For centrally conducted exams, at least 30 days before the exam period starts. For the specific date, look on the web: [www.sau.uts.edu.au/exams\\_ass/exam\\_dates.html](http://www.sau.uts.edu.au/exams_ass/exam_dates.html)
- > For faculty based exams, at least 30 days prior to the exam.

### 8 HOW DO I ENSURE MY SPECIAL CONDITIONS WILL HAPPEN?

- > Centrally conducted exams: once you get approval, you will receive a letter before exams telling you which room to go to. This will be different from the room listed on the Exams website. Take this letter with you to the exam. Be sure to keep your address current on "My Student Admin" and to check your UTS email regularly.
- > Faculty based exams: if your exam is not listed on the Student Administration Unit's Exams website it means it is being administered by the Faculty and you must see your Subject Co-ordinator or Faculty Student Centre in order to organise the approved special conditions. You may be asked to bring your own dictionary subject to approval and inspection (so be sure not to write in it).

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Faculty \_\_\_\_\_

Current semester:  Autumn  Spring  Summer Year 20 \_\_\_\_\_

### STUDENT DETAILS

Family Name \_\_\_\_\_ Given name \_\_\_\_\_

Student Number \_\_\_\_\_ Course \_\_\_\_\_ Course code \_\_\_\_\_

Phone \_\_\_\_\_ UTS Email \_\_\_\_\_

I began studying at UTS: Year \_\_\_\_\_ semester (circle one): Autumn (1) / Spring (2)

Attendance Pattern  F/T  P/T  Sandwich  Block  Distance

> Your address as registered on the Student Administration System of the University will be used to correspond with you about this application. It is your responsibility to ensure these details are up-to-date.

To change your address with the University, use "My Student Admin".

> Closing dates: For centrally conducted exams, at least 30 days before the exam period starts. For the specific date, look on the web: [www.sau.uts.edu.au/exams\\_ass/exam\\_dates.html](http://www.sau.uts.edu.au/exams_ass/exam_dates.html)

For faculty based exams, at least 30 days prior to the exam

### STATEMENT

**Please write a brief paragraph stating why you want a dictionary and /or extra time (eg. number of years studying English, difficulties experienced)**

I am a student from a non-English speaking background and I am requesting special conditions in examinations and /or other assessments because:

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### I AM REQUESTING SPECIAL CONDITIONS IN

I am requesting special conditions in (choose appropriate exams):

- Centrally conducted exams (conducted by the Student Admin Unit)  
(You will receive a letter before exams telling you which room to report to).
- Faculty based exams (of at least two hours)

#### Special conditions

- Additional exam time in your 1st year of study at UTS: 10 minutes per exam hour
- The use of an English dictionary

**UTS: APPLICATION FOR SPECIAL CONDITIONS IN EXAMS STUDENTS FROM NON-ENGLISH SPEAKING BACKGROUNDS**

To be completed only if you are applying for faculty based exams, check your subject outline.

|        | Subject No. | Subject Name | Subject Coordinator<br>(for faculty based exams only) |
|--------|-------------|--------------|---|
| AUTUMN |             |              |   |
|        |             |              |   |
|        |             |              |   |
|        |             |              |   |
|        |             |              |   |
|        |             |              |   |
| SPRING |             |              |   |
|        |             |              |   |
|        |             |              |   |
|        |             |              |   |
|        |             |              |   |

Student Name \_\_\_\_\_

(Please print)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

**ELSSA Centre**

Approved by ELSSA Centre Year \_\_\_\_\_ Semester \_\_\_\_\_

Application not approved  
Reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Contact No \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_