

## Student Services Centre Central Exam Adjustment Factsheet

### Specialist Furniture and Other Equipment

- Should your adjustments require it you will be provided with specialist furniture or other equipment.
- The purpose of this furniture and equipment is to ensure that you can focus and are as comfortable as possible during your exam.
- Equipment LSE may provide depending upon medical need includes:
  - Height adjustable desk – to allow you to write standing up or sitting down as you choose during the exam.
  - Adjustable chair – to allow you to set the height of the chair and also ensure your body is properly supported.
  - Heater – for additional warmth.
  - Fan.
  - Desk lamp – when additional light is required.
  - Foot rest.
  - Wrist rest – for support when typing.
- In some cases students are also allowed to bring their own special equipment into the exam room, in the past this has included:
  - Coloured overlays.
  - Magnifiers
  - Cushions
- In the CEA outcome email the equipment will be specifically listed, so it will for example say 'Height Adjustable Desk' and/or 'Adjustable Chair'.
- Markers are not made aware of any furniture or specialist equipment made available to students but it is kept on record within the invigilator reports by the Exams Team.

### Room Allocation

- You will be allocated to a different room to the main exam. This room will be staffed by specialist invigilators.
- Your exam room may have a number of other students in it, all with different finish times. Please leave the room quietly and quickly at the end of your exam so as to minimise the disturbance to other candidates.

## **In the exam room**

- When you arrive at the exam room all of the specialist equipment that is due to be provided by the Exams Team will be ready at your desk.
- If you are providing your own equipment, the invigilator may ask to see it before the exam starts.
- If you will be using a height adjustable desk you should ask the invigilator to adjust the height for you before your exam starts. If you need to adjust the height during the exam you should ask the invigilator. Do not attempt to adjust the height yourself.
- We recommend that you spend some time adjusting any other equipment (such as chairs) before the exam starts. Unless you have had rest breaks agreed we cannot stop the clock for adjustments to be made.