

APPLICATION FOR SHORT TERM INDIVIDUAL EXAM ADJUSTMENTS

THESE ADJUSTMENTS SHOULD NOT BE USED FOR ANY LONG TERM CONDITIONS

Before completing this form please refer to lse.ac.uk/Individual Exams and the notes overleaf for information regarding applications for Individual Exam Adjustments (IEAs). **Failure to complete the form fully with evidence attached will result in it being returned to you before it is considered. This is likely to substantially delay your application**

Section 1: Your Details (please print in block capitals)

Surname

First name(s)

Student ID Number (e.g. 201312345)

Programme of Study (eg BSc Economics)

Student LSE email address

@lse.ac.uk

Signature

Date

Section 2: Exams due to be taken during this exam period

Please list which exams you will be taking this session, in date order (IEAs will be provided for all exams, it is not possible to only provide them in certain exams).

Course Code (eg AC100)	Date	AM or PM	Course Code (eg AC100)	Date	AM or PM

Section 3: Summary of condition

Please provide a brief summary of your circumstances and outline why you feel you should be given IEAs and how they would help compensate for your condition. If you have specific IEAs in mind please list them here (continue on a separate sheet if necessary).

Section 4: Reason for Short Term Application

Please explain why you are applying for Short Term IEAs (Please note that short term adjustments **should not** be used for any long term conditions).

Section 5: Evidence

In order for your application to be considered you must provide original, documented evidence in English. Applications without supporting evidence will not be considered. Please list the evidence that you have supplied below (if you have supplied more than three pieces of evidence please continue onto a separate sheet).

Section 6: Outcome (Office use only)

Application approved?

Rest Breaks (per hour)	<input type="text"/>	Other	<input type="text"/>
Extra Writing Time (%)	<input type="text"/>		
Use of a Word Processor	<input type="text"/>		
Adjustable Chair	<input type="text"/>		
Scribe	<input type="text"/>		

Formal approval by Chair of IEA Panel Date

Logged on eVision

Section 7: Notes

Please refer to lse.ac.uk/IndividualExams for additional information regarding IEAs. This webpage includes factsheets about some common adjustments.

You will be notified of the outcome of your application via your LSE email address as soon as possible and just prior to the exams themselves. If you have not heard from us immediately before your first exam, please submit an enquiry.

Should your application be approved, **you will not sit your exams in the room indicated on your personal exam timetable on LSE for You**. Details of where you will sit your exam(s) will be available online, the evening before each exam, at lse.ac.uk/examsdailyarrangements. They will also be available on the 'pink lists' in the Student Services Centre and in the lobby to Clement House on the morning of your exam(s).

If you wish to appeal against the decision of the panel please follow the IEA appeals procedure which you can find online at lse.ac.uk/individualexams.

You should be aware that it can take some time to get IEAs in place, so even if the panel grants you IEAs following your application we may not be able to get them set up in time for your exam.

Please submit your completed form and supporting evidence via the SSC enquiry form. Hard copy forms will not be accepted; if we need to see original documents we will contact you.