

Guidelines regarding special examination arrangement

These guidelines are supplementary provisions to the Regulations relating to Studies and Examinations at Nord University adopted by The University Board on 1 January 2021. The guidelines were last revised on 30 June 2021 for all students.

Section 8-4 of the Regulations relating to Studies and Examinations at Nord University describes the formal frameworks for students' rights regarding examination arrangements in relation to the special needs of students. Students who have permanent requirements regarding special arrangements may apply for the period over which the programme of study's nominal length runs. Other students apply each semester. The ordinary deadline is 1 September for examinations in the autumn semester and 1 February for examinations in the spring semester.

Applications for special arrangements must contain up-to-date and appropriate documentation from a doctor/expert specifying the need for special examination arrangements. Special arrangements that, after a specific assessment, entail a reduction in academic requirements cannot be granted.

Special arrangement measures that may be applied for, are:

- Additional time
- Use of computer with Lingdys
- Modified form of assessment
- Use of suitable chair, adjustable height desk
- Use of a suitable room/smaller room
- Breastfeeding/resting room

Other measures may also be granted when there are particularly compelling reasons for doing so. Based on the academic requirements for each individual programme of study, an assessment is made of the special arrangement measures that can be granted.

Nord University points out that if special arrangement measures are granted in the form of oral examinations/parts of the written examination to be carried out orally, the grade cannot be appealed in accordance with section 11-2 (3) of the Regulations relating to Studies and Examinations at Nord University.

Additional time on written examinations will normally be:

- 12.5 percent of the ordinary examination time for examinations that are less than 2 hours
- 15 minutes for examinations that are 2 hours long
- 30 minutes for examinations that last up to 4 hours
- 45 minutes for examinations that last up to 6 hours
- 60 minutes for examinations that last more than 6 hours

Additional time on the home examination will normally be:

- 60 minutes for home examinations that last 1 day (up to 8 hours)
- 2 hours for home examinations that last 1 day (8-24 hours)
- 4 hours for home examinations that last 2 days (up to 48 hours)
- 6 hours for home examinations that last 3-5 days (up to 120 hours)
- 24 hours for home examinations that last 6 days or more

Provisions regarding additional time only apply to individual examinations.

Additional time does not normally apply to this type of examination: Assignment (OP), Portfolio (MP/MA), Oral (MU), Practical (PR/PE) and Group (GR).