

ONLINE EXAMINATIONS - STUDENTS WHO HAVE APPLIED FOR SPECIAL EXAMINATION ARRANGEMENTS

The Examination Administration Department (EAD)DSAA supports students with Special Needs, Mobility or Physical Disabilities and makes “reasonable accommodations/adjustments” in terms of Special Examination Arrangements.

Disclosure of a Disability

A student with a mobility or physical disability that will require a special accommodation must inform the University accordingly on registration.

Reasonable Accommodation for students with a mobility or physical disability

What accommodation can be offered?

The main types of reasonable accommodation include **technical solutions, assessment arrangements, training measures** and **awareness raising measures**.

The **technical solutions** might include:

- computer screen magnifiers
- Braille or similar terminals
- real time interpretation via telecommunications

Other cases of reasonable accommodation relate to

- **awareness raising measures** so that people with disabilities can perform their assessments.

Who decides reasonable accommodation?

Decisions on whether a change is reasonable can only be made on a case-by-case basis. Students seeking reasonable accommodation must discuss their needs with the University to establish if such special requirements can be accommodated.

The University distinguishes between students with a **permanent disability and a temporary disability**.



Permanent Disability

A permanent disability is a **mental or physical illness or condition** that affects a major life function of a person **over the long term**. The following range of disabilities/special needs are **included as a permanent disability** as approved by Senate on 04 May 2015:

Reg Code	Disability
02	Visually Impaired (Blind)
03	Visually Impaired (Not Blind, difficult to read printed text)
06	Hearing Impairment (Deaf, hard of hearing and deafened students)
07	Learning Impairments: Dyslexia and other similar learning disabilities that has a disabling effect and diagnosed as such
08	Communication and speech impairment that have a disabling effect and medically diagnosed problems such as stuttering
09	Physical Impairment (Cerebral palsied, amputations)
10	Physical Impairment (Quadriplegic)
11	Physical Impairment (Paraplegic)
12	Epilepsy
13	Muscular/skeletal/joint/limb impairment and deficiencies/disease such as polio and muscular dystrophy that has a disabling effect
14	Neurological impairment diseases, such as multiple sclerosis

Reg Code	Disability
17	Stroke/Brain disorders that have a disabling effect on the Student and diagnosed as such
18	Mental/Psychological impairment and/mental disorders/phobias/chemical imbalances/psychiatric illness diagnosed conditions that have an disabling effect and diagnosed as such
20	Serious chronic diseases such as Multiple Sclerosis, kidney diseases that have various disabling effects

Temporary Disability



A Temporary Disability refers to a condition from which a person recovers, and this may be caused by illness or injury, **and may last for up to two years**. Examples of temporary disabilities may include, but are not limited to broken limbs, hand **injuries**, pregnancy, or short-term impairments following surgery or medical treatments.

A student with a temporary condition would, on presentation of a medical certificate from a registered medical practitioner, defer their assessment to the next official on-line assessment opportunity.

***NB.** A medical certificate from a Medical Practitioner, registered with the Health Professions Council of South Africa (HPCSA), including a Psychiatrist, Psychologist or an Occupational Therapist, must be submitted in support of all applications for Special Examination Arrangements for students with a Permanent or Temporary disability. Students with a permanent disability will only be required to submit the abovementioned certificate when applying for the first time. The University will make the same arrangements for the student for the duration of their term of study with the University.*

The following table outlines the current and future arrangements for examinations for students who falls under the Special Needs/Disability categories as mentioned above

Venue Based Examination Arrangement List	Online Examination Arrangement List
<p>Separate Venue</p> <p>Students make use of the Computer Laboratories geared for students with special needs.</p>	<ul style="list-style-type: none"> At home with own laptop/computer Internet access required Computer Laboratories /ARCSWiD Computer Facilities
<p>Enlarged Print (A3 Size)</p> <p>A3 size print is provided to accommodate students with poor vision which arrange for good readability and assist to reduce eye strain.</p>	<p>Magnifier is a feature which allows you to zoom in to view items on your screen without having to change other settings. See below:</p> <ul style="list-style-type: none"> Press Win + + to bring up Magnifier (you can also type magnifier into Start and then click Magnifier to open it). Click - to zoom out to a maximum of 100%. Click + to zoom in to a maximum of 1600%. Place the cursor in one of the screen's corners to pan across the screen.
<p>Extra Time</p> <p>Extra Time is recommended by a medical practitioner/professional person registered with the HPCSA. A record is created on the Student System for every student for whom extra time during an examination has been approved. The</p>	<p>Extra Time is recommended by a medical practitioner/professional person registered with the HPCSA. A record is created on the Student System for every student for whom extra time during an examination has been approved, and it will be accommodated in the time allocation for every online examination.</p>



<p>student is accommodated at the exam venue with the approved time allocation for every examination session. Students must submit the letter from Unisa granting the extra time to the Chief Invigilator.</p> <p>The suggested guidelines for the provision of extra time as prescribed in the DSAA(EAD) Standard Operating Procedure for Special Needs Students is followed.</p>	<p>Unisa has allocated an extra 15 minutes before the commencement of examination session for downloading of the examination question paper and signing of the declaration as well as 30 minutes at the end of the examination to upload the examination responses (over and above the extra time allocated).</p> <p>The suggested guidelines for the provision of additional extra time as prescribed by the EAD Standing Operating Procedure for Special Needs Students is followed.</p>
<p>Computer</p> <p>Students type answers on a Computer and save the answers on a Blank USB (Disabled Separate Venues). A Chief Invigilator ensures that the USB (typed answers) is collected at the end of the exam session and couriered to the Examination Administration Department for processing.</p>	<p>Students may use a computer (internet access required) with software such as NVDA screen reader (free, open source) to translate visual information verbally, or Zoom Text Magnifier and Screen Reader for the visually impaired to assist them with:</p> <ul style="list-style-type: none"> • downloading the examination question paper • reading the questions • formulate and type their responses • upload their responses after the examination <p>Needs Acrobat Adobe Reader to access PDF documents/download Question papers in PDF Format.</p>
<p>Blank USB Flash Drive</p> <p>Students type and save answers on Blank USB. USB with answers is collected (end of exam session) and couriered to the Examination Administration Department for processing.</p>	<ul style="list-style-type: none"> • Question papers are downloaded in PDF format • Students are reading the questions • Formulate and type their responses • Upload their responses after the examination. • These processes are completed on a computer available to the student.



<p>Question paper in Audio Format/MP3</p> <p>The Examination Question paper is in Audio Format and saved on an USB. The students listen to questions and records oral answering or type answers by means of a computer</p>	<p>Question papers are downloaded in PDF format. Students can make use of special software programmes such as Daisy and Dragon Speech software to listen to the questions. Speaking the text aloud in your own voice enables Dragon to accurately transcribe the audio using the Dragon profile attuned to your voice.</p> <p>Making use of Microsoft Office Word, answers can be recorded as follows:</p> <ul style="list-style-type: none"> • Open the Word Document • Click on Blank Document • Click Dictate on the far-right corner • Chose English (US/UK) • Click on dictate and a red circle will appear • Dictate your answers • Click on dictate again to stop dictating answers. • Email your answers to your Primary Lecturer (Make sure that your Student No and Module Code is indicated on the document).
<p>QP in Braille</p> <p>Students may type answers by means of a Braille writer or by means of a computer with special software programmes such as NVDA or JAWS.</p>	<p>Students may type answers by means of a computer with special software programmes such as NVDA Screen reader (free, open source) to translate visual information verbally, or Zoom Text Magnifier and Screen Reader for the visually impaired to assist them with:</p> <ul style="list-style-type: none"> • downloading the examination question paper • reading the questions • formulate and type their responses • upload their responses after the examination

