



APPLICATION FOR EXAM ACCESS ARRANGEMENTS 2026 – 27 FOR STUDENTS STUDYING HIGHER EDUCATION PROGRAMMES

Please read the accompanying guidance notes before completing this form.

Once completed, please email the form to heexaminations@southessex.ac.uk by the relevant deadline shown below. Where possible, scan and attach evidence when emailing your application. If you are providing supporting evidence separately, please send it as soon as possible after submitting your form.

Full Name: _____

Student Number: _____

Programme Title: _____

Year of Study: _____

Important Information

If you are granted exam access arrangements for the January examination series, these arrangements will normally be carried forward to other examination periods during the same academic year.

However, you must submit a new application each academic year, even if your circumstances and support needs have not changed.

If you need help completing this form, please contact the HE Support Team:
hesupport@southessex.ac.uk

Examinations or In-Class Tests Requiring Access Arrangements

Please list all modules and assessments for which you are requesting exam access arrangements.

Module code	Module title	Date of Examinations

Reasons for Your Application

Please tell us:



- The disability, medical condition, learning difference, or other circumstance that affects your assessment.
- The exam arrangements you are requesting.
- Any specific details that will help us put the correct support in place.

Example: 25% extra time, rest breaks, use of a computer, separate room, specialist equipment, or other adjustments.

1. _____
2. _____
3. _____
4. _____
5. _____

Supporting Evidence

Please indicate what evidence you are providing.

Medical or psychological evidence attached: ☐ Yes ☐ No

DSA (Disabled Students' Allowance) documentation attached: ☐ Yes ☐ No

Details of supporting evidence provided:

1. _____
2. _____
3. _____
4. _____
5. _____

Student Declaration

I confirm that the information provided on this form is true and accurate to the best of my knowledge.

Name: _____

Signature: _____

Date: _____



Supporting evidence:

Medical/psychological evidence accompanies this form. Y / N

DSA Form supplied Y / N

Details of evidence attached:

1. _____
2. _____
3. _____
4. _____
5. _____

Candidate declaration:

I confirm that the information given on this form is accurate.

Name: _____

Signature: _____

Date: _____

Notes on Completion of this Application Form

1. Applications for special examination arrangements should be made as far in advance of the examination series as possible and no later than the following dates:

Month of examination	Final date of submission
January Exam Series Monday 25th Jan 2027	4th December 2026
Retrieval Examinations Monday 17th May 2027	If newly diagnosed since last exams, the deadline is 32rd March 2027. If you were awarded adjustments in the January Exams these will be carried.
Additional Attempt Examinations for those approved by Exam Board with EC Monday 16 th August 2027	If newly diagnosed since last exams, the deadline is 16 th July 2027. If you were awarded adjustments in the previous Exams these will be carried.



2. Write your name, student ID number, programme title and year of study clearly at the top of the form.
3. In the box '**Examinations for which application is being made**', specify **all** examination modules for which special arrangements are being requested.
4. In the next section, state precisely the nature of the disability that affects your assessment and the special arrangements that you require. Please try to be as precise as possible.
5. In the section, '**Supporting evidence**', specify any information / evidence enclosed with your application.
6. Complete the details of the declaration.
7. Completed forms should be submitted to the Examinations team, no later than the dates specified above.
8. Any requests for adjusted assessments for the completion of **coursework** should be directed to your Programme Leader and to Student Support team at HEsupport@southessex.ac.uk, there is a different form for this.
9. Applications for special examination arrangements should not be confused with claiming extenuating circumstances. The application for Special Arrangements form is designed to assist students with longer-term disabilities whereas the extenuating circumstances procedure is in place to account for sudden and/or unforeseen situations that may affect a student's performance. If you are unsure or need support in completing either forms please contact Student Support Services.
10. Any queries regarding the completion of this form should be directed to HE Support Team who can be contacted on 01702 220449 or emailed at HEsupport@southessex.ac.uk