

# UTS: APPLICATION FOR SPECIAL CONDITIONS IN EXAMS

## STUDENTS FROM NON-ENGLISH SPEAKING BACKGROUNDS

The university makes provisions for students who have been studying in English for a limited time to use a paper dictionary (not electronic), and to have extra time in exams. If you believe you are disadvantaged by your 'Non-English Speaking Background' (NESB), you can apply for Special Conditions in Exams.

For further information please see: <http://www.uts.edu.au/current-students/support/helps/>

1	WHAT ARE THE SPECIAL CONDITIONS?	<p>For exams with a duration of two hours or more, the following conditions apply:</p> <ul style="list-style-type: none"> <li>&gt; The use of a monolingual English dictionary (e.g. Macquarie).</li> <li>&gt; Additional exam time (10 minutes per exam hour)</li> </ul>
2	WHO IS ELIGIBLE TO APPLY?	<p>These special conditions in exams are restricted to students from Non-English Speaking Backgrounds in their first year of study at UTS.</p>
3	WHAT DO YOU DO TO APPLY?	<p>Eligible NESB students (see point 2 above) need to complete this form overleaf "Application for Special Conditions in Exams"</p> <p>Submit the completed form at the HELPS office CB01.05.25 (see the link below for opening hours)</p> <p><a href="http://www.uts.edu.au/current-students/support/helps/">http://www.uts.edu.au/current-students/support/helps/</a></p>
4	WHEN IS THE CLOSING DATE TO APPLY?	<p><b>Centrally-conducted exams:<sup>1</sup></b></p> <ul style="list-style-type: none"> <li>&gt; For end-of-session examinations, applications must be submitted by the Census date for that session.</li> </ul> <p><a href="http://www.uts.edu.au/current-students/managing-your-course/important-dates/census-date">http://www.uts.edu.au/current-students/managing-your-course/important-dates/census-date</a></p> <p><b>Faculty-based exams:<sup>2</sup></b></p> <ul style="list-style-type: none"> <li>&gt; Applications must be submitted by the Census date<sup>2</sup> for that session.</li> </ul>
5	HOW DO I ENSURE MY SPECIAL CONDITIONS WILL HAPPEN?	<p><b>Centrally-conducted exams:</b></p> <ul style="list-style-type: none"> <li>&gt; You will receive an email from UTS Examinations to confirm if you are approved or declined for NESB special conditions.</li> <li>&gt; You will find details of the date, time and location of each of your exams on My Student Admin when the exam timetable is released. NESB special conditions are only applied to exams that are 2 hours or more.</li> </ul> <p><a href="http://www.uts.edu.au/my-student-admin">http://www.uts.edu.au/my-student-admin</a></p> <p>Your UTS email address will be used to correspond with you. It is your responsibility to ensure that you have activated your UTS email account, and to check your emails regularly. Please note that dictionaries are supplied by UTS Examinations, and you should not bring your own.</p> <p><b>Faculty-based exams:</b></p> <ul style="list-style-type: none"> <li>&gt; If you have a faculty based exam, you need to contact each subject coordinator once you have submitted your application in order to organise your special conditions with them.</li> <li>&gt; You may be asked to bring your own dictionary subject to approval and inspection (so be sure not to write in it).</li> </ul>

<sup>1</sup> Centrally-conducted exams: these are exams conducted by UTS Examinations part of the Student Administration Unit. These exams are published online through My Student Admin. <http://www.uts.edu.au/my-student-admin>

<sup>2</sup> Faculty-based exams: these are exams conducted by your faculty or subject coordinator.

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## APPLICATION DETAILS

I am applying for my: ☐ 1<sup>st</sup> Autumn session ☐ 1<sup>st</sup> Spring session ☐ 1<sup>st</sup> Summer session

## YOUR DETAILS

Student Number:

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Surname:  
(Family Name)

.....

Other Names:

.....

Session you commenced studying at UTS:

☐

Autumn session

☐

Spring session

Year

.....

Signature:

.....

Date:

.....

## PLEASE NOTE

- > **Application Deadline:** Census date of the session being applied for .  
<http://www.uts.edu.au/current-students/managing-your-course/important-dates/census-date>
- > Eligibility is restricted to students from non-English speaking backgrounds in their first year of study at UTS.
- > Special conditions are limited to exams with a duration of two hours or more and are for the use of a monolingual English dictionary and additional exam time (10 minutes per exam hour)
- > Your UTS email address will be used to correspond with you about this application. It is your responsibility to ensure that you have activated your UTS email account, and to check your emails regularly.

## OFFICE USE ONLY

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UTS:HELPS – Received and forwarded by:

Name:

Date:

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Approved by UTS Examinations

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Declined by UTS Examinations:

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Name:

Date: