Regulation extra facilities for exams SBE

Please read the information below to see if this regulation applies to you.

For whom?
Extra time for exams:
• Students with disability and/or chronic illness
• Students with (temporarily) special circumstances (like a broken arm).
• Students who have never followed any Dutch (preparatory) education before or have followed the VASVU-programme and are enrolled in a Dutch Bachelor’s programme (if this applies to you, you will receive extra time for a maximum of 1 year only).

Which exam facilities?
Extra time (30 minutes):
• Learning disability, such as dyslexia on the condition that you are diagnosed by an Educational Psychologist and can show the assessment report. Please note: it should be stated in the declaration that extra time is beneficial to you.
• Other disabilities and/or illness: the medical declaration has to state that extra time is recommended
• VASVU students or student who never followed any Dutch (preparatory) education before, will receive extra time for a maximum of 1 year only.

Other facilities
• The use of a laptop
• Toilet breaks during exams
• Other; to be discussed with the academic advisor

How do you request extra facilities?
In VUnet you make a notification of your disability and you point out which facility you would like to request for. Subsequently you will upload (medical) declaration/diagnosis which sustain your request. The (medical) declaration/diagnosis has to state which facilities are recommended for your disability. Your request will be discussed and you will receive an e-mail with the approval or rejection.

If 4 weeks before your first exam you did not receive a message in your student account, please contact the academic advisors immediately (no later than 3 weeks before the exam). You can contact the academic advisor in VUnet; VUnet-services-advice and contact-academic advisor.

• Extra time:
  For extra time during your exam you will have to tick the box ‘extra time’ in VUnet when registering for your courses and exams. Keep registration deadlines in mind. You can apply or cancel extra time until 2 weeks before the exam.

• Other facilities
  If you need other or additional exam facilities than extra time you will have to send an email to the Programme Secretariat: Studiesecretariaat.sbe@vu.nl at least 2 weeks before the exam.

You have to put the following information in your e-mail:

Subject: Request extra facilities for exams
In the e-mail:
1. Name
2. Student number
3. Study programme
4. Relevant exam(s) and corresponding exam date(s)
5. Which facility you’d like to request

Please note:
You have to submit your request at least 14 days prior to the exam(s)!
After this it will not be possible to request for extra facilities anymore.
Only requests by e-mail will be dealt with!

You will receive a confirmation from the Programme Secretariat after they’ve checked if you are eligible for extra facilities.

At the day of the exam
Students with extra facilities start 30 minutes prior to the regular exam. Report to room KA-20 45 minutes before your exam takes place. Example: the regular exam starts at 8.45 hrs, the extra facilities exam will start at 8.15 hrs, so you report to KA-20 at 8.00 hrs.
At room KA-20 you will be informed about which room you have to go to. You are not allowed to enter the examination room if you are too late, because you could disturb the other students. If this happens you will have to take the regular exam (in another room) and you will not receive extra facilities for that exam.

Please note:

1) Students who are eligible for extra exam facilities, but not for extra time, will have to stop 30 minutes earlier!

2) Even if the regular exam takes place outside the VU campus (like at RAI), you still have to report to room KA-20. This is because students who are eligible for extra facilities can always take their exam at the VU campus. Exceptions to this rule will be emailed to your VU e-mail account by the Programme Secretariat. Therefore, keep an eye on this account, especially shortly before the exams.

Unable to attend the exam?
You are obliged to cancel in time if you are unable to attend the exam. You can do so by contacting the Programme Secretariat (studiesecretariaat.sbe@vu.nl).

If you don’t cancel in time, you could be excluded from the extra facilities regulation!

Finally
If you decide to continue your studies after a break (because you took a year off, for example), you will have to submit a new request to the Academic Advisors. This does not apply if you continue with a Master’s programme directly after your Bachelor’s within SBE, except for the joint Master’s programmes. In that case you need to re-apply for extra time (or other facilities) via UvA.

Good luck with the exams!!!