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Introduction

The Students Requiring Extra Provision Management Module is a companion service for Exam Scheduler to manage collection and approval of requirements for extra exam provisions.

Extra Provision requirements

Extra provisions are collected in a web form that is accessible to the Equity Unit to complete with the student. When the provisions are appropriately approved the requirements are inserted into Exam Scheduler to guide scheduling choices.

Configurable form

The input form used is configurable by each institution in the administration module to control the appropriate collection of requirements according to policy.

Workflow

Workflow enable approval of extra provisions prior to passing them through to Exam Scheduler





Exam Solutions

Students Needing Extra Provision

Students > Fill a form - JOHNSON, J

FILL A FORM

To describe the selected student's extra provision requirements

STUDENT INFORMATION

NAME
JOHNSON, J

LENGTH
 Please select an exam period
 Until graduation

EXTRA PROVISION REQUIREMENTS

1. LOCATION

1.1 Location type
 Large group room
 Small group room
 Individual room
 Computer room

1.2 Other room requirements
 Natural light
 Wheelchair access
 Hearing loop

2. EQUIPMENT

2.1 Desk and chair
 Standing desk
 Adjustable chair
 Adjustable desk

2.2 Other equipment
 Dragon Software
 Braille machine
 Audio equipment
 Rest mat

3. HEALTH

3.1 Medical
 Medicine
 Food
 Other medical considerations

3.2 Mental Health
 Anxiety
 Comfort object
 Environmental considerations

4. ADDITIONAL TIME

If additional time for reading or writing is required, enter details

→ Reading time
 0 Min per hour
 0 Min in total

→ Writing time
 0 Min per hour
 0 Min in total

Student requires provisions not described in this form

5. OTHER

Please enter any specific special needs or comments

Data translation

Data on extra provision constraints can be translated into data used by Exam scheduler for identifying and guiding timetable choices as it is inserted into Exam Scheduler creating efficiencies and improved data integrity.

Workflow

The workflow allows for the entry of extra provision requirements and then the approval of the same. It is only once approval has been completed that the information is added to the student in Exam Scheduler.

Change Management

Extra provision requirements can be reviewed by the Equities Unit and the approval process can be repeated by pushing workflow back a step.

Confidentiality

Confidentiality is maintained as the only information that is entered into the form is that required to manage the examinations for a student requiring extra provision.

Security

The information being collected at the source is transmitted with encrypted transmission. Once received into EMS this information is encrypted at rest providing a secure repository. This information cannot be accessed unless the user has authenticated and is authorised to do so.