

APPLICATION FOR SHORT TERM INDIVIDUAL EXAM ADJUSTMENTS

Before completing this form please refer to lse.ac.uk/IndividualExams and the notes overleaf for information regarding applications for Individual Exam Adjustments (IEAs). **Failure to complete the form fully will result it in being returned to you before it is considered. This is likely to substantially delay your application**

Section 1: Your Details (please print in block capitals)

Surname

First name(s)

Student ID Number (e.g. 201312345)

Programme of Study (eg BSc Economics)

Signature

Date

Section 2: Exams due to be taken this year

Please list which exams you will be taking this session, in date order (IEAs will be provided for all exams, it is not possible to only provide them in certain exams).

Course Code
(eg AC100)

Date

AM or PM

Course Code
(eg AC100)

Date

AM or PM

Section 3: Summary of condition

Please provide a brief summary of your circumstances and outline why you feel you should be given IEAs and how they would help compensate for your condition. If you have specific IEAs in mind please list them here (continue on a separate sheet if necessary).

Section 4: Reason for Short Term Application

Please explain why you are applying for Short Term IEAs (i.e. why it is not appropriate to arrange an ISSA).

Section 5: Evidence

In order for your application to be considered you must provide original, documented evidence in English.

Applications without supporting evidence will not be considered. Please list the evidence that you have supplied below (if you have supplied more than three pieces of evidence please continue onto a separate sheet).

Section 6: Outcome (Office use only)

Application approved?

Rest Breaks (per hour)

Other

Extra Writing Time (%)

Use of a Word Processor

Individual Room

Scribe/Amanuensis

Reader

Formal approval by
Chair of IEA Panel

Date

Logged on eVision

Section 7: Notes

- Please refer to **lse.ac.uk/IndividualExams** for additional information regarding IEAs. This webpage includes factsheets about some common adjustments.
- You will be notified of the outcome of your application via your LSE email address within five working days of receipt of this form at LSE. If you have not heard from us please email exams@lse.ac.uk.
- Should your application be approved, you will not sit your exams in the room indicated on your personal exam timetable on LSE for You. Details of where you will sit your exam(s) will be available online, the evening before each exam, at lse.ac.uk/examsdailyarrangements. They will also be available on the 'pink lists' in the Student Services Centre and in the lobby to Clement House on the morning of your exam(s).
- If you wish to appeal against the decision of the panel please follow the IEA appeals procedure which you can find online at lse.ac.uk/individualexams.
- You should be aware that it can take some time to get IEAs in place, so even if the panel grants you IEAs following your application we may not be able to get them set up in time for your exam.

**Please return this form in person or by post (applications cannot be submitted by email) to:
Exams, Student Services Centre, LSE, Houghton Street, London, WC2A 2AE, United Kingdom.**