

## Regulation extra facilities for exams SBE

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

### For whom?

- Students with disability and/or (chronic) illness;
- students with (temporarily) special circumstances (like a broken arm);
- students who have followed the VASVU-programme or who have never followed any Dutch (preparatory) education.

### Which exam facilities?

#### 1. Extra time (30 minutes):

- in case of dyslexia: on the condition that you are diagnosed by an Educational Psychologist and that you can show the assessment report;
- in case of other disabilities and/or illnesses: the medical statement has to certify that extra time is recommended;
- students who have followed the VASVU-programme will receive extra time throughout the bachelor programme.

#### 2. Other facilities:

- the use of a laptop;
- toilet breaks during exams;
- the limited use of dictionaries:  
students who have followed the VASVU-programme may use a dictionary of their choice throughout the bachelor programme;  
students of 'Bedrijfskunde' with dyslexia may use a dictionary English-Dutch at first and second year examinations that are taken in English;
- Other facilities: 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) statement/diagnosis which will sustain your request. The (medical) statement/diagnosis has to state which facilities are recommended for your disability. Your request will be processed 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](#)).

For students who have followed the VASVU-programme and want to apply for extra time: please contact the academic advisor as mentioned above.

### -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](mailto:Studiesecretariaat.sbe@vu.nl) at **least 14 days** 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

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** (basement of the main building) **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](mailto: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 also apply if you continue with a Master's programme directly after your Bachelor's, possibly even within SBE.

Good luck with the exams!!!