

VADEMECUM FOR EXAMS WITH EXTRA TIME

- ✓ Extra time (hereafter defined **ET**) is guaranteed to all persons who are entitled to it (students with SpLD or disability regularly in charge of the Special Needs Unit), if it is part of the agreed compensatory measures;
- ✓ Normally, ET is quantified at **30% more** than the standard duration of the exam;
- ✓ For exams that take place on the online platform **Exam**, ET is **automatically** guaranteed;



- ✓ For **paper exams** it is always useful, after the report, to check with professors how they intend **to manage ET** (at the beginning/end of shift, task reduction, in the same classroom/in a different room, etc.);
- ✓ In some cases (unavailability of the classroom, of the commission, students with health difficulties) it is possible to **agree** with the professor to take the exam with ET in the **Special Needs area**, in parallel with the class group, compatibly with the service hours of the office (in this case it is necessary to signal it well in advance, so that there is the technical time to organize the support);
- ✓ If during the exam it is necessary the support of a **tutor** for severe dysgraphia, difficulty in reading the text or inability to write, it is essential to report it via ticket **at least 15 days before** the exam, specifying:

course's name

professor's name and surname

exam date and time

exam room

type of intervention required (writing/reading)