

Request form for examination arrangements (SiSE)

Please send your completed form, and any supporting documents, to the following email or postal address:

SiSE Accessibility team
The Open University
Hammerwood Gate
Frank Henshaw Building
East Campus
Milton Keynes
MK7 6BY

SiSE-General@open.ac.uk

- Please return your documents quickly, and no later than six weeks before the examination period, as we cannot guarantee to provide any additional arrangements after this time.
- If you have any difficulty filling in the form, please advise the Education Department of your issue and they can contact the local Students in Secure Environments (SiSE) team for assistance.
- Due to the current covid lockdown situation you will sit a remote examination. Alternative arrangements for Secure Environment based students have already been put in place, therefore you do not need to request extra working time, or the use of a computer where a disability (temporary or permanent) deems this necessary.
- You are only required to complete this form if you require alternative arrangements.
- Please note that requesting additional arrangements does not guarantee that they will be provided.

What happens next?

- If we require any additional information regarding anything you request on your form, your local SiSE team will contact you to discuss these further. Once the arrangements for your examination have been approved, we will write to you and email the Education Department to confirm the details approximately two to four weeks before your examination.

Part 1 – your details

Name	
OU Personal Identifier	
Location	
Module(s) for example A210	

Part 2 – the examination question paper

Please tick one or more of the boxes to tell us which kind of question paper you need. You will need to supply documentary evidence to support your request.

Standard Enlarged Paper Braille Audio CD CD-ROM

Other (please state):

Coloured paper (please check the appropriate box):

Blue Cream Green Pink Grey Yellow

Part 3 – other requirements for your examination

Do you need any other adjustments because of your health or disability?

Part 4 – other requirements for your examination

We are unable to make alterations to examination arrangements without supportive documentary evidence.

I enclose documentary evidence to support my request (eg. a doctor's letter or diagnostic assessment that includes details on how my condition affects my ability to take an examination).	<input type="checkbox"/>
I will send my evidence in the next seven to ten days.	<input type="checkbox"/>