**APPLICATION FORM FOR AN ADJUSTED MODE OF ASSESSMENT**

Before completing this application form you should read the AMA Guidance Notes 2021/22 here: <https://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements#AMA>

You should also refer to Code of Practice: Reasonable Adjustments for Disabled Students

<https://www.educationalpolicy.admin.cam.ac.uk/supporting-students/supporting-disabled-students>

**Unless indicated, all fields are compulsory. Incomplete application forms will be returned.**

**Student details:**

|  |  |  |  |
| --- | --- | --- | --- |
| USN |  |  |  |
| Surname |  |
| First name (s) |  |
| College |  |
| Tutor |  |
| Tutor’s email |  |
| Tutor’s signature |  |
| Date |  |

**Student’s record to date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic year** | **Tripos and Part, e.g. MAT0** | **Exam result** | **Under AMA (Y/N)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please indicate what is being applied for:**

|  |  |
| --- | --- |
| Student’s programme of studye.g. BA, MPhil |  |
| Year of course / Tripos Part AMA being applied for |  |
| Current or previous examination access arrangementse.g. extra time, use of a PC |  |

|  |
| --- |
| In the box below, please indicate why the standard examination access arrangements do not alleviate the disadvantage caused by the student’s disability. This should include evidence of where these have been applied and why they are not suitable for this application.  |
|  |

**Please add detail of what is being applied for, per module enrolled:**

|  |
| --- |
| **Please consider the following:*** Where there is no adjustment being requested, list module anyway with ‘no adjustment’.
* If AMA is not known, please leave this field blank.
* The AMA requested will not necessarily be awarded.
 |
| **Paper number / module** | **Current mode of assessment** **(exam, coursework)** | **AMA being requested** |
| *e.g. Paper 1* | *3 hour exam* | *Replace with portfolio of essays* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Is the student enrolled for any coursework or dissertation that is not listed above? If yes, complete the box below:**

|  |  |  |
| --- | --- | --- |
| **Type of assessment** e.g. coursework | **Date submission due** | **Word count / Length of assessment** |
|  |  |  |

|  |  |
| --- | --- |
| **Has the student previously been awarded an AMA?**  | **Y / N** |
| If Yes, outline below the AMA previously awarded and detail what worked well and what did not work well.  |

**College contacts for case conference**

In order to set up a case conference, please complete the following table of those College persons who should attend.

Experience shows that it is not always possible to gather all parties to case conferences during term, so please indicate in the final column whether their attendance is compulsory or desirable.

Please be advised that the AMA requested on page 3 may form the basis of the case conference, but this request is not guaranteed to be awarded as a recommendation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email address or CRSid** | **Relationship to student** | **Attendance Compulsory (c ) or Desirable (d)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Is the Student working with the DRC, and would they like the DRC adviser to attend the case conference if possible? If yes, please state the name of the DRC adviser: | **Y / N**  |

**Checklist**

**This application must be accompanied by ALL the relevant information specified below. Forms without this information will be returned to the College by the Secretary to the Committee which will result in a delay in the application being considered.**

|  |  |
| --- | --- |
| A letter from the Tutor, setting out the case for the application.  |  |
| A letter from the Senior Tutor, confirming the case as laid out in the application |  |
| Medical evidence.  |  |
| Student Support Document (SSD) |  |
| A completed student declaration form, confirming the student’s consent for the medical evidence to be submitted and made available as indicated on the form. |  |
| The student and College have read the published [AMA Guidance Notes](https://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements#AMA) |  |

|  |  |
| --- | --- |
| The College supports this application | Yes / No |
| If no, the College have explained this to the student | Yes / No |
| The student is aware of the full contents of this application | Yes / No |

|  |  |
| --- | --- |
| Senior Tutor’s signature |  |
| Date |  |

The deadline for applications is the end of week 7 (Friday, 26th November 2021) and applications received after this time will not be accepted unless there is a valid reason for delay.

If this application is submitted after the deadline, please include reasons for the delay in the box below.