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

Before completing this application form, you should read the AMA Guidance Notes 2022-23 for changes made to it, which are available here: <https://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements#AMA>

You should also refer to the Code of Practice: Access and Inclusion 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 study  e.g. BA, MPhil |  |
| Year of course / Tripos Part AMA being applied for |  |
| Current or previous examination access arrangements  e.g. extra time, use of a PC |  |

|  |
| --- |
| In the box below, please indicate why the standard exam 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. |
|  |

|  |  |
| --- | --- |
| **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. | |

**Please provide detail of what is being applied for:**

It is expected that the student and Tutor have considered and discussed the different types of AMA available. There is no guarantee that the AMA that is requested, is the AMA that will be awarded.

The table below indicates examples of AMA previously awarded. Please complete **each field** in the table.

|  |  |  |
| --- | --- | --- |
| **Example of AMA**  *Please note this list is not exhaustive.* | **Is this AMA being requested?** | **Explanation of why this AMA is / is not being requested**  *Please include details about why this is or is not considered a reasonable adjustment for the student.* |
| To replace a written examination with an essay or a portfolio of essays | Y / N |  |
| Bespoke paper to be written and broken up into smaller chunks | Y / N |  |
| To reduce the number of questions to be answered and submit an essay | Y / N |  |
| Long Extension of Dissertation / coursework / submitted essays | Y / N |  |
| Extended period of study (one year over two) | Y / N |  |

**If an alternative AMA has been considered as a reasonable adjustment for the student which is not indicated above, please detail this below:**

|  |  |
| --- | --- |
| **Other AMA requested** | **Why is this considered a reasonable adjustment for the student?** |
|  |  |

**Please add further 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. | | |
| **Paper number / module** | **Current mode of assessment** **(exam, coursework)** | **AMA being requested** |
| *e.g. Paper 1* | *3 hour exam* | *Replace with portfolio of essays* |
|  |  |  |
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**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** |
|  |  |  |

**College contacts for case conference**

Where a case conference may be organised, 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 the request is not necessarily what may be the final recommendation.**

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

|  |  |
| --- | --- |
| Is the Student working with the ADRC, and would they like the ADRC adviser to attend the case conference if possible?  If yes, please state the name of the ADRC 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) *(please provide the* ***most recent*** *version)* |  |
| 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. |  |

**Please tick to indicate agreement with/completion of the following:**

|  |  |
| --- | --- |
| The student and College understand that the AMA requested may not be awarded and/or an alternative reasonable adjustment may be suggested instead |  |
| 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) |  |

**Please complete the below:**

|  |  |
| --- | --- |
| 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 25th November 2022)** 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.