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

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

<http://www.educationalpolicy.admin.cam.ac.uk/supporting-students-learning-and-teaching>

**Section 1**

**Student details. All fields are compulsory**

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

**Section 2**

**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 |  |
| AMA previously approved? | Yes / No |
| Current or previous adjustments to examinations e.g. extra time, computer |  |

|  |
| --- |
| **Add detail of what is being applied for below.** |

**Section 3**

**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.

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

**CHECKLIST**

**This application must be accompanied by ALL the relevant information specified below. Incomplete forms, or forms without the relevant attachments will be returned to the college which may result in a delay in the case being considered.**

When complete, please send the application to [exam.arrangements@admin.cam.ac.uk](mailto:exam.arrangements@admin.cam.ac.uk)

|  |  |
| --- | --- |
| Medical evidence and / or assessment from an appropriate expert.  Please note that the requirement is evidence, not merely a declaration that the student has a disability |  |
| A completed student declaration form, confirming the student’s consent for the medical / specialist evidence to be submitted and made available as indicated on the form. |  |