**Application for special arrangements at ordinary written exams**

When applying for special arrangements at written exams, you must – in your own words – describe why you are applying for special arrangements. Your application must be **accompanied by documentation** (doctor’s certificate, dyslexia test, etc.) For required documentation, please read the leaflet here

<https://www.inside.dtu.dk/en/undervisning/regler/regler-for-eksamen/saerlige-vilkaar-til-eksamen/jeg-skal-soege-saerlige-vilkaar-til-eksamen/skriftlige-og-mundtlige-eksamener>

You must send your application electronically **from your student email** to
specialexamconditions@adm.dtu.dk.

**Application deadlines:**Applications received:

* **1 November** – will be processed before the month of December.
* **April 15** – will be processed before the month of May.
* **1 July** – will be processed before the month of August.

Applications are processed continuously, so please send your application as soon as possible.

The decision on your application for special arrangements at written exams will be sent to your student email address.

|  |
| --- |
| Name:  |

|  |  |
| --- | --- |
| Civil registration number:  | Student ID number: |

|  |  |
| --- | --- |
| BEng [ ]  | BSc [ ] MSc [ ]  |
| Study programme: | Study programme: |

**My application concerns** (you may tick more than one box):

[ ]  Extra time at written exam

[ ]  Use of own computer (for example during exams where aids are generally not permitted – **remember to sign honor code**)[[1]](#footnote-1)

Permission is usually granted to students with dyslexia, visual impairment and students with certain physical impairments.)

[ ]  Special physical facilities (special documentation required)

[ ]  Other (i.e. noisecancelling/headphones (special documentation required), etc.)

|  |
| --- |
| **Reason(s) for special exam arrangements** * What is your situation (including any diagnosis)?
* How does this challenge you in exam situations?
* How do you believe that special arrangements will help you?
 |

**Exams at other educational institutions**If you do courses at educational institutions outside DTU, you must submit your application for special exam arrangements to the educational institutions in question in accordance with the rules applying at these institutions. Any special arrangements granted by DTU will not automatically apply.

This is the case, for example, if you:

1. are enrolled in a programme which is offered by DTU in collaboration with another educational institution
2. as part of your studies, choose to do one or more courses at other educational institutions
3. go abroad to study for a semester

 **Other exams**You can read more about special arrangements at oral exams and exams outside the ordinary exam period at DTU Inside under ‘I want to apply for special exam arrangements’.

1. If you want to have the exam assignment handed to you on a USB key, you can see the applicable deadlines at DTU Inside. If you want to hand in your exam assignment on a USB key, you must inform your lecturer about this in advance. [↑](#footnote-ref-1)