

# Special examination conditions at DTU

# Agenda

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# When will special exam conditions be granted



## **A physical or mental disability.**

- For example a physical impairment, mental disabilities, dyslexia, etc.



## **You have a native language and a qualifying examination other than Danish.**

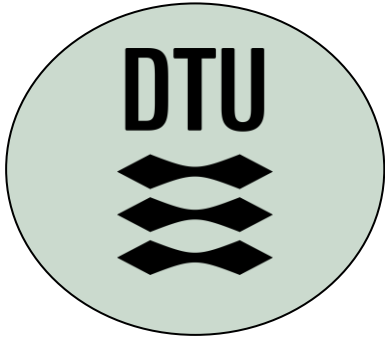
- Can grant extra time for the first two semesters in Denmark



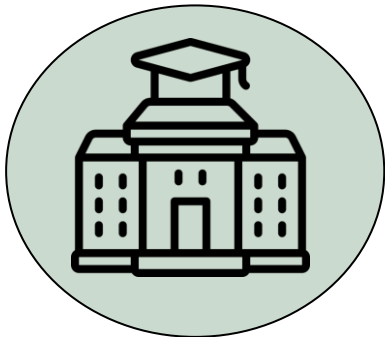
## **Temporary or acute difficulties.**

- For example, if you are in the last month of your pregnancy, breastfeeding an infant, have a broken arm, etc.

# Where the special exam conditions apply



**The special exam conditions only apply at DTU**



**If you take courses outside of DTU, you should familiarize yourself with the procedures at that institution for applying for special conditions.**

**This applies if you:**

- Are enrolled in a program conducted in collaboration with another educational institution
- Take courses at other educational institutions
- Are going on exchange abroad

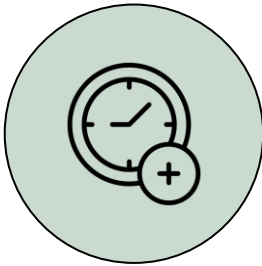
# Documentation requirements



- Your name, (Danish personal identification number) and date must be clearly stated.
- Medical documentation, e.g.:
  - ✓ Doctor's certificate
  - ✓ Psychiatrist
  - ✓ Specialist doctor
  - ✓ Medical record printout
  - ✓ Printout from Sundhed.dk
- Test for dyslexia or dyscalculia

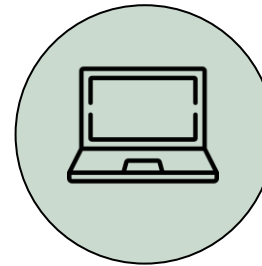
**Note:** It is your responsibility to obtain the medical documentation – DTU does not cover any potential costs.

# Types of special conditions



## Extra time

- Normally 25%
- Including up to three additional weeks to complete your final project



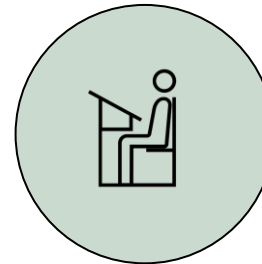
## Use of your own computer with assistive software

- Including headphones for text-to-speech + USB stick



## Headphones

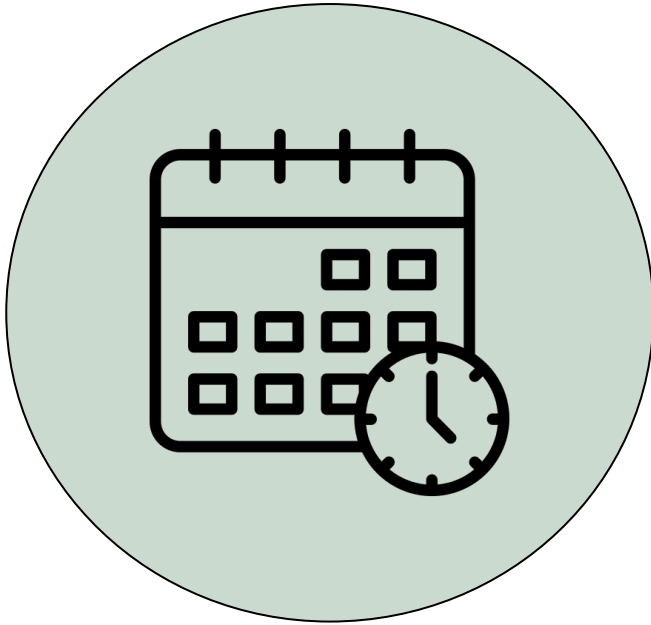
- For music or noise-canceling



## Special physical facilities

- For example, a height-adjustable desk

# Deadlines for application



- **April 15th** (Summer exam)
- **July 1st** (Re-examination in August)
- **November 1st** (Winter exam)
- You must request the exam paper on a USB stick for each exam period. See the deadlines here: [Special exam conditions USB](#).

*NB: If an emergency situation arises, you can apply after the deadline.*

# Case processing



- The Office for Study Programmes and Student Affairs (AUS) will review the application
- AUS is bound by confidentiality.
- Response time is 2-3 weeks after the deadline.

# Creating an application on [the SPS portal](#)

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## Information

Please fill in your personal information.

Student No.	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Social Security No.	Nationality ?	Citizenship ?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Mail	Private Mail	Phone number ?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Expected graduation date (dd-mm-yyyy) ?	Campus ?	
<input type="text"/>	<input type="text"/>	

# Creating an application on the SPS portal



## Examination conditions

Here you can apply for special exam conditions. To be granted this, medical documentation or a dyslexia/dyscalculia assessment is required. Read more about special examination conditions at [student.dtu.dk](https://student.dtu.dk).

3 vilkår

### Application deadlines:

- November 1 for the winter exam
- April 15 for the summer exam
- July 1 for the re-examination period in August

If you **do not wish to apply for or have already been granted special examination conditions for the remainder of your enrollment**, you should proceed to the next step regarding the SPS application.

- ☐ Extra time ?
- ☐ Use of computer with assistive software and headphones for text-to-speech support. This is only granted if you check the box below regarding the solemn declaration ?
- ☐ I agree to the contents of the solemn declaration regarding the use of my own computer. (Read the declaration here)
- ☐ Use of headphones for music/noise cancelling. This is only granted if you check the box below regarding the solemn declaration. ?
- ☐ I agree to the contents of the solemn declaration regarding the use of headphones. (Read the declaration here)
- ☐ Special physical facilities ?
- ☐ Other ?

Write your justification for being granted special examination conditions:

- What is your situation (including your diagnosis)?
- What challenges does this cause you in an exam situation?
- How do you believe the special conditions can help you?

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Remember to check the box regarding the solemn declaration.

# Creating an application on the SPS portal

## SOLEMN DECLARATION FOR EXAMS AT DTU – computer and headphones for text-to-speech support

In connection with my application for special examination conditions, including bringing a computer to all exams, I hereby solemnly declare that I will only use **the aids permitted in the course description**, as well as **the permitted IT support programs installed on the computer**. The permitted IT support programs are:

- Ordinary dictionaries (spelling dictionaries, modern Danish dictionaries and language dictionaries) corresponding to Gyldendal's red dictionaries.
- Word processing software (e.g. Microsoft Word, OpenOffice, Pages).
- Specific IT support programs granted by the Danish Agency for Education and Quality based on documented functional impairment (e.g. dyslexia software). However, speech recognition software is not allowed, as the use of this type of software disturbs the others in the exam room.

I understand that, during exams with written aids, I am permitted to use the written aids allowed in the course description in digital form on my computer.

In addition to the above, I solemnly declare that I will **only use headphones for text-to-speech support, that is listening to text being read aloud via the permitted IT support programs**.

I am informed that during exams my use of computer and headphones may be checked.

If aids other than those permitted are used, this will be considered a violation of the exam rules in the form of exam cheating. A decision will be made in accordance with DTU's rules on disciplinary measures against students. The disciplinary measures range from a warning to permanent expulsion from DTU. For further information, see [DTU's set of examination rules](#).

**Please remember that for each exam period, you must order USB stick yourself for non-digital exams.**

## SOLEMN DECLARATION FOR EXAMS AT DTU – headphones for music or noise cancelling

In connection with my application for special examination conditions, including bringing headphones to all exams, I hereby solemnly declare that I will only use **the aids permitted in the course description** and that I will only use **headphones for noise cancelling or playback of downloaded music files**. I also understand that these rules apply when I listen to music:

### For exams with ALL aids with or without access to the internet:

- Music files must be downloaded to a computer or a music player (e.g. an iPod or another MP3 player).
- The music player must not be able to access the internet.
- A mobile phone must NOT be used for playback of music.

### For exams with NO or WRITTEN aids:

- Music files must be downloaded to a music player (e.g. iPod or another MP3 player).
- The music player must not be able to access the internet.
- A mobile phone must NOT be used for playback of music.
- If you have permission to use a computer for all exams, music may be played from the computer.

### In both cases:

The headphones used may be connected via Bluetooth. The headphones must not create noise nuisance for other examinees in the exam room (DTU recommends headphones that are soundproofed externally).

I am informed that during exams my use of headphones and music player may be checked.

If aids other than those permitted are used, this will be considered a violation of the exam rules in the form of exam cheating. A decision will be made in accordance with DTU's rules on disciplinary measures against students. The disciplinary measures range from a warning to permanent expulsion from DTU. For further information, see [DTU's set of examination rules](#).

# Creating an application on [the SPS portal](#)

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## Special Pedagogical Support

*Here you can apply for Special Pedagogical Support (SPS). Medical documentation or a dyslexia/dyscalculia test is required to be granted this support.*

***If you are only applying for special examination conditions, please proceed to the next step.***

*SPS is granted to students who can document having one or more of the following:*

- A mental health diagnosis
- A developmental disorder
- A neurological diagnosis
- A visual impairment
- A hearing impairment
- A mobility impairment
- Chronic or serious illness
- Dyscalculia (math disability)
- Dyslexia (reading disability)

*Additionally, testing may be granted to students who suspect they have dyslexia or dyscalculia. This does not require documentation.*

☐ I wish to apply for SPS

Describe why you need SPS

If you want to know  
how to apply for  
SPS, you can read  
more here:

[SPS DTU](#)

# Creating an application on [the SPS portal](#)

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Upload documents

*Here you can upload relevant files, such as medical documentation, assessments, statements, etc.*

*If you have previously received SPS based on dyslexia, you do not need to upload documentation.*

Documentation 1

CHOOSE FILE

Documentation 2

CHOOSE FILE

Documentation 3

CHOOSE FILE

Documentation 4

CHOOSE FILE

# Creating an application on [the SPS portal](#)

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CONFIRM AND SEND

Confirm your entries and send

*Here you must confirm and submit your application for special examination conditions and/or SPS.*

Student No	<input type="text"/>	<div>Application - Special Examination Conditions</div> <div></div>
Social Security No.	<input type="text"/>	
Name	<input type="text"/>	
Nationality	<input type="text"/>	
Campus	<input type="text"/>	
Student Mail	<input type="text"/>	
Private mail	<input type="text"/>	
Phone number	<input type="text"/>	
Expected graduation semester	<input type="text"/>	
Citizenship	<input type="text"/>	
Documentation 1	<input type="text"/>	
Other uploaded files	<input type="text"/>	
		<div>Application - SPS</div> <div></div>

# The decision letter



This must be presented to the exam supervisor on your phone:  
- Er tildelt 25% ekstra tid.

16-07-2025

## Special conditions for written and oral exams

Dear [Name], [Student ID],

You have applied for special examination conditions and have been granted:

Special examination conditions	The conditions apply for
25% extra time	The rest of your enrollment at DTU

Please read this decision letter thoroughly, as it describes the special examination conditions you have been granted in detail.

### This letter is a digital certificate

This letter is your digital certificate documenting your special examination conditions.

The certificate must be brought to all written and oral exams and presented via your phone to the exam supervisor or examiner before the exam begins and upon request. Therefore, it is important that you arrive at the exam well in advance.

The certificate is not a substitute for your student ID, which you must always bring to the exam as physical identification.



## 25% Extra time

You have been granted 25% extra time for both written and oral exams at DTU. This decision applies to the following:

- **Written exams held during exam periods.** When the Study Administration coordinates the exam, you will automatically receive extra time for written exams. For all other written exams, you must contact the course coordinator to be granted extra time.

To see where you will be seated, visit [www.eksamensplan.dtu.dk](http://www.eksamensplan.dtu.dk). The room assignment will be visible about one week before the start of the exam period.

- **Minor written tests during the semester**, which are either a prerequisite for participating in the final exam, or which count for 20% or more in the final grade. You must contact the course coordinator via email and attach this decision letter as documentation for your special conditions. Providing the assigned conditions, such as specific physical settings, may be impossible in some cases.
- **Oral exams.** If a student needs extra time for oral exams, the necessary time is usually agreed upon between the student and the course coordinator. Typically, 25% extra time is granted for written exams, but the amount of extra time needed for oral exams may vary. You must contact the course coordinator via email at least one month before the oral exam. Remember to attach this decision letter.

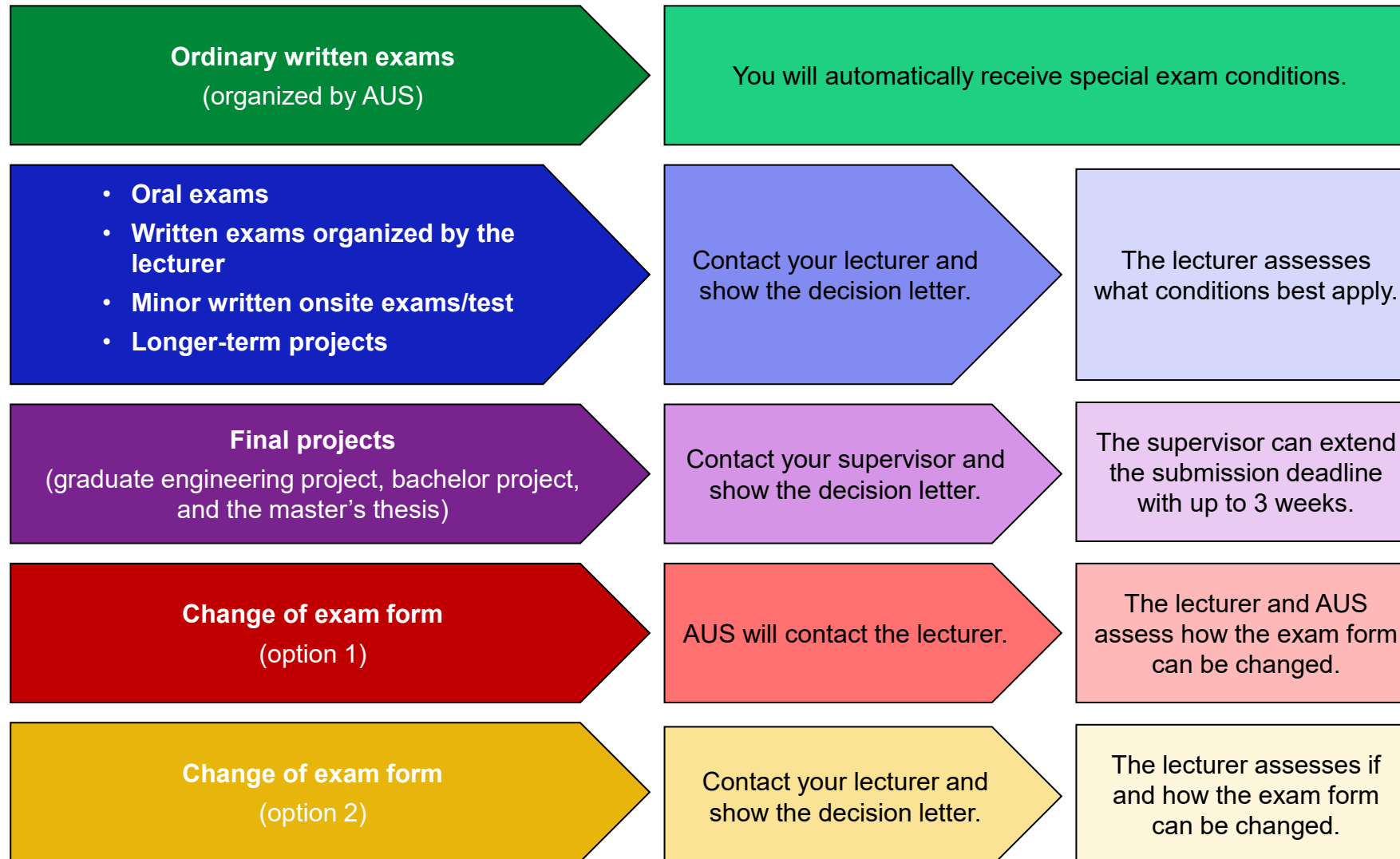
## Final projects

When writing your final project (BEng project, BSc project and/or master's thesis), you can extend the project period by up to 3 weeks. You must present this letter well in advance before the project start as documentation to your supervisor. Your supervisor must register the extension in the Project Reporting System before the project's start date. The SPS unit can be contacted with any questions. Note that this extension applies only to DTU's rules. SU (State Education Grant) will not be extended accordingly.

## Courses outside DTU

The special examination conditions mentioned in this letter only apply to DTU courses. If you are taking courses at another university, check their application procedure for special examination conditions.

# What happens after special conditions are granted



# The SPS unit at DTU

## Can help with

- Establishing SPS
- Applications regarding special exam conditions

## Contact information

- Phone.: +45 4525 2000  
(Monday, Wednesday between 9.30-10.30 & Thursday between 12.00-13.00)
- Email: [aus-sps@adm.dtu.dk](mailto:aus-sps@adm.dtu.dk)
- Personal guidance: By appointment
- Web: SPS DTU

