

Guide for Taking Examination

(1) Introduction

Rikkyo University has established guidelines for illness, injury and disabilities. For those who wish to take consideration for written examinations and report examinations, etc., may be granted after a review based on their application. Make sure you check the deadlines for pre-consultation and application.

If you would like to consider taking the examination, please check the following (2) to (4) before applying.

(2) Process and schedule regarding applying special consideration and taking examination

《Notes》

- Failure to follow the procedures in the following schedule may result in the applicant not being granting special consideration for the examination.
- Students who do not understand Japanese should contact us via email.
- Students who are eligible for the support of the Support Network for People with Disabilities will be contacted by Academic Affairs Office via e-mail regarding the application procedures.

Step1: Pre-consultation

Please prepare the following documents in advance and submit them via email to the Academic Affairs Office during the registration period.

* Students who have received special consideration for examination at Rikkyo University in the past, please start procedures from Step 3.

<Pre-consultation registration period>

Spring semester : May 7~ May 31 2024

Fall semester : October 1~ October 31 2024

*This is not a guide to examination for the entrance examination.

Documents required for applying to special consideration

* Students who cannot prepare documents by the Pre-consultation registration period, please let us know when you can submit them by e-mail.

Degree-seeking International students	Doctor's note specifying the nature of the illness or disability and any considerations necessary at the time of the written examination
Special International Students (A or B)	A: Documents showing the details of the consideration you have received at your school (Prepared by your home university is preferable.) B: Doctor's note specifying the nature of the illness or disability and any considerations necessary at the time of the written examination

※If the information is written in a language other than English or Japanese, provide an English or Japanese translation.

<How to send an email for a Pre-consultation>

In your email, please provide the following information:

Email Address	kymc-shiken@rikkyo.ac.jp
Email Subject	Student ID Number + Examination considerations (Ex :23AA999A Examination considerations)
Email Body	<ul style="list-style-type: none">• Student ID Number, Full name• Special considerations you want to receive <p>* Please refer to the (3) List of Considerations for taking examinations for more information about the special considerations regarding examinations at Rikkyo University.</p> <ul style="list-style-type: none">• Details of special consideration given in the past at high school, etc.

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	<ul style="list-style-type: none">• Documents required for registering Pre-consultation (please attach to email)• We strongly recommend that you do password protection to the documents contains personal information.• Any questions or concerns you may have
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Step 2: Responses to Pre-consultation

- Based on the assessment of Pre-consultation, you will receive notification via email regarding the procedures for Step 3.
 - * Interviews may be conducted as necessary.
- The official result of special consideration will be notified by Step 4 based on Step 3.
- You will receive an “Application for Special Consideration Form,” a document to be submitted at the time of application for Step 3, so please start preparing your application.
 - * At this step, no decision has been made regarding special considerations.

Step3: Applying for Special Consideration

- Fill out the “Application for Special Consideration Form”, which was provided to you in Step 2.
- Check the courses that require written examinations, and decide which ones you would like to apply for special considerations.

After completing the above two points, please submit your application by e-mail as follows during the application period.

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<Application Period for special considerations for examinations>

Spring semester : July 1~ July 8 2024

Fall semester : December 12~ December 19 2024

Email Address	kymc-shiken@rikkyo.ac.jp
Email Subject	「Student ID Number」 + 「Examination considerations」 (Ex :23AA999A Examination considerations)
Email Body	<ul style="list-style-type: none">• Student ID Number, Full name• Course code and Course name you want to apply for special considerations• Special considerations you want to receive• Completed Application for Special Consideration Form *Please attach to email• We strongly recommend that you do password protection to the documents contains personal information.• Any questions or concerns you may have

Step4: Outcome notification

• You will receive an email informing you of the outcome of your application, which was reviewed by the respective faculty or graduate schools.

• It's important that you follow any instructions regarding how to take examinations in your outcome notification.

* You'll receive an outcome email at least one week before the examination.

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Step5: Taking examinations

Please take examinations in accordance with the details of special consideration notified to you at Step 4.

<Examinations schedule>

Spring semester: Mid to late July

Fall semester: Mid-January to early February

(3) List of considerations for taking examinations

The main considerations for taking examinations at the University for written examinations are as follows. These considerations can be applied as needed, regardless of the type or degree of disabilities. You can also apply for multiple considerations.

Type of consideration	Consideration
Consideration for regarding answer method	Checking answer/enlargement of mark sheet paper. ※ Checking answer...An answer method that considers selection only by checking without filling in options when answering mark sheet answer sheets etc.
	Answer by PC
	Answer by Braille (permission to use a Braille typewriter of Braille board.)
	Exceptions to carry-on conditions (ex. Prailssense (used for browsing materials in subjects that can be brought in), hearing aids, etc.)
	Additional distribution of answer sheets, distribution of memo paper.
Consideration on Examination time (Note 1)	1.3 times examination time
	1.5 times examination time (in principle, Braille exam only)

***This is not a guide to examination for the entrance examination.**

Consideration for examination site and seats	Take the examination on the 1st floor or test site where elevator is available.
	Designate a seat close to the toilet/ Permit entry and exit of those for the toilet
	Take the exam in a separate room (Note 2)
Considerations for examination questions	Prepare the Braille questions
	Use the text-to-speech software
	Distribute the expanded lettering question paper (14 points, 22 points etc.)
Graduation (Master) Consideration for submitting thesis	Submitting thesis at the Academic Affairs Office ※When submitting at a special venue is difficult ※If accepting master's theses online, no special considerations are made.
Other considerations	Communication of notes by documents. ※Distribute documents such as supervisory announcements at the test site in writing
	Extension of break time (Note 3)
	Permission to bring hat, reading tracker, plain gloves, sunglass, Or the other permitted items.

Note 1: Consideration should be given to ensuring a break time between exams, such as when exams are continuous. In that case, the examination start time will not be earlier than the main examination site in principle

Note 2: Separate room may be shared with other examinees depending on exam taker's symptoms and exam method.

Note 3: In principle, we do not advance the examination start time ahead of the main examination site to secure

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a break time.

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If you have any questions, please contact the following person in charge.

- Academic Affairs Office kymc-shiken@rikkyo.ac.jp

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