

Please be sure to check before submitting your application, as the contents are subject to change.

Guide for Special Consideration for Taking Exams

(1) Introduction

Rikkyo University has established guidelines for illness, injury or disabilities. For those who wish to take special 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 request special consideration for taking the examinations, please check the following (2) to (4) before applying.

(2) Flow from application to examination/ main schedule

〈Notice〉 If you do not follow the schedule set out below, you may not receive consideration for the written examination.

① Preliminary consultation

Interview with Academic Affairs Office or Support Office for Students with Disabilities

<Spring semester> **Early May – Mid May***

<Fall semester> **Early October – Mid October***

* If you want to application newly or change the content, you must notify the Academic Affairs office by the deadline. The deadline is mid-May for the spring semester and mid-October for the fall semester. If you are a student eligible for support from the Support Office for Students with Disabilities, consult there as soon as possible and then apply to the Academic Affairs Section.

② Confirm and obtain necessary documents

a. Application form, b. Status report, c. Medical certificate

<Spring semester> **Late May**

<Fall semester> **Late October**

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

③ Application

Submit to the Academic Affairs Desk ⇒ Discuss at the college/ graduate school

<Spring semester> Late May

<Fall semester> Early November

④ Confirmation of notice of examination contents

<Spring semester> Mid-June

<Fall semester> Mid-November

⑤ Apply for courses that require consideration for exams

- Confirmation of exam methods for each subject by bulletin board “Announcement of Exam Method”.
- Submit application forms etc. to the Academic Affairs Desk.

<Spring semester> Early July*

<Fall semester> Early December*

* All students who wish to apply for 'examination considerations', including those who wish to continue the same considerations as in previous semesters, must apply during the specified period indicated on the examination method announcement notice.

* Only if a sudden injury or illness requires consideration may applications be accepted after the application deadline.

⑥ Considerations for taking examinations (details such as exam sites)

<Spring semester> Mid-July

<Fall semester> Mid-December to Early January

⑦ Examination

<Spring semester> Mid to late July

<Fall semester> Mid-January to Early February

(4) Application Procedure/ required documents

- Application form (required, distributed at the academic affairs office)
- Medical certificate (free format, recommended by the university’s designated format)
- Status report (the university’s designated format is available)

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(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. Hearing aids, prailssense (used for browsing materials in subjects that can be brought in), 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)
Consideration for examination site and seats	Take the exam 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 exam questions	Prepare the Braille questions
	Use the text-to-speech software
	Distribute the expanded lettering question paper (14 points, 22 points etc.)
Report Examination/ Graduation (Master) Consideration for submitting thesis	Submitting thesis at the Academic Affairs Office ※When submitting at a special venue is difficult
Other considerations	Communication of notes by documents. ※Distribute documents such as supervisory announcements at the test site in writing

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

	Extension of intermission time (Note 3)
	Permission to wear a hat

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

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

- Academic Affairs Office (Ikebukuro:03-3985-4922 Niiza: 048-471-6942)

- Support Office for Students with Disabilities

(Ikebukuro: 03-3985-4818 Niiza: 048-471-7228)

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