

Guide for Special Consideration for Taking Exams

Updated on 19 March,2026
Academic Affairs Office

(1) Introduction

Rikkyo University has established guidelines of consideration to take written exams for illness, injury and disabilities. For those who wish to take special consideration for written exams and submitting thesis for graduation or master, etc may be granted after a review of college/department based on their application.

If you would like to request special consideration for taking the exams, please check the following (2) before applying.

(2) Process and schedule regarding applying special consideration for taking exams

《Notes》

- Failure to follow the procedures in the following schedule may result in the applicant not being granting special consideration for the exams.
- Students who do not understand Japanese should contact Academic Affairs Office via email.
- Students who are on supporting of the Support Network for Disabilities(Students and staff) 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 pre-consultation registration period.

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

* Students applying for special considerations for the Makeup Exams, please start procedures from Step 3.

* Students applying for special considerations for the English Credit Approval Test, please start procedures from Step 3.

<Pre-consultation registration period>

Spring semester : May 5 to May 20

Fall semester : October 1 to October 20

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 at the time of contacting about pre-consultation.

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	Please submit either A or B below. 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

	<ul style="list-style-type: none"> * Please refer to the (3) List of Considerations for taking exams for more information about the special considerations regarding exams at Rikkyo University. • Details of special consideration given in the past at high school or your home university, etc. • 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 via email as follows during the application period.

<Application Period for special considerations for taking exams>

Spring semester : July 1~ July 8

Fall semester : December 14~ December 21

<Application Period for special considerations for Makeup exams>

Spring semester : August 25 ~ August 27

Fall semester : February 19 ~ February 22

<Application Period for special considerations for English Credit Approval Test >

Spring semester : April 6 ~ April 13

Fall semester : September 7 ~ September 14

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
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* Only if a sudden injury or illness requires consideration, applications may be accepted after the deadline of Step 3.

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.

Step5: Taking exams

Please take exams 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 exams

The main considerations for taking exams at the University for written exams are as follows. These considerations can be applied as needed, regardless of the type or degree of disabilities. These consideration may be granted after a review of college/department based on their application (Doctor's note). You can also apply for multiple considerations. Any other considerations requested, based on Doctor's note, will be discussed with the applicant and provided by the university within its capabilities.

<List> General contents of special considerations

Types	Contents
Consideration for regarding answer method	① The answering method of using a check mark (☑) on the mark-sheet instead of completely filling in the bubble.
	② Use of an original design mark-sheet (for individuals with low vision) and the enlargement of the said sheet.
	Answer by PC
	Answer by Braille (permission to use a Braille typewriter or Braille board.)
	Additional distribution of answer sheets, distribution of memo paper.
Consideration for Bringing in items	Bringing in an item not permitted under the exam's carry-in regulations. EX: Hearing aids, Equipment required for Braille examinations , Magnifying loupes, Reading trackers, Accommodations for medical conditions, such as Wearing a cap/Wearing sunglasses /Wearing earplugs/Wearing gloves
Consideration on Examination time (Note 1)	1.3 times exam time
	1.5 times exam 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.
	Designated seating due to individual special needs (e.g., near the entrance/exit, the very front row).
	Temporary exit and re-entry are permitted for restroom use.
	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.)
Consideration for submitting thesis of Graduation or Master	Submitting thesis at the Academic Affairs Office ※When submitting at a special venue is difficult ※If accepting master's thesis 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)

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 that while separate room testing may not be permitted, other considerations (such as designated seating) may be authorized.

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

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

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

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