

## FAQs about Exam Adjustments

### End of semester exams:

Q: I usually have 'Extra Time' in exams.

A: Your extra time will be added on to the end of the standard exam time and your invigilators will be aware.

Q: I usually have a 'disregard spelling and grammar errors' adjustment. How does this work?

A: A 'disregard poor spelling, grammar and handwriting' sticker is applicable to timed, handwritten exams.

The invigilator will provide a sticker for your exam booklet. **Please ask the invigilator for a sticker, on the way into your exam.**

If you are entitled to 'disregard poor spelling, grammar and handwriting' and you are either in the quieter room or a separate room, then the sticker should be included with your exam paper. **If not, please ask the invigilator for a sticker.**

If you type your answers, you will have access to Microsoft Word and the inbuilt spell checker.

Q: I usually have access to a **Scribe, Reader, or Prompter**. How will this work?

A: You will be asked to report to Edinburgh Business School Reception at least 15 minutes prior to the exam to meet with your invigilator/reader/scribe.

Q: I usually have access to a **separate room, PC lab or quiet room** for my exams and I have not heard about this?

A: If you have 'use of a PC' or 'use of the quieter room', the Exams Team will advise on the room location by updating this on Student Self-Service.

If you have 'separate room' as an adjustment, you will be asked to report to the Edinburgh Business School Reception prior to the exam to meet with your invigilator before going to the allocated room.

If you are entitled to the use of a PC, please note that spellchecker in Microsoft Word will be available.

**If your Self-Service record has not been updated, please contact the Exams Team urgently via [examsupport@hw.ac.uk](mailto:examsupport@hw.ac.uk).**

Q: I have an adjustment where I am allowed to 'eat in an exam', how does this work?

A: If, due to a medical condition, you are 'allowed to eat in an exam', please be considerate to others around you. For example, be aware that any noise you make will impact other students (e.g., unwrapping food etc.) We usually advise students bring non-smelly and not-noisy food/drink options.

**Exam Seating Information:** This can be found by logging onto Student Self-Service via the [MyHWU Student Portal](#).

However, if, despite the adjustments, you feel that you have been disadvantaged in any way, please complete a mitigating circumstances (MC) application. There is guidance on [how to apply for Mitigating Circumstances](#) available on the Heriot-Watt website.

Let us know if you have any questions or feel that you will need further support or if you'd like to discuss your exam adjustments, you can contact your advisor or email [disability@hw.ac.uk](mailto:disability@hw.ac.uk).