

Mode of completion online open-book exams adjustment guidance



On your exam day, you will need to submit your exam response in the mode determined by your exam board, as follows:

1. **Typed Mode:** Answers fully typed in Inspira
2. **Handwritten Mode:** Answers fully handwritten, scanned, and uploaded into Inspira
3. **Mixed Mode:** Answers mainly typed in Inspira with additional handwritten elements, e.g., graphs, formulae, which you will scan and upload into Inspira. This mode may also be appropriate where a response is typed outside Inspira (using a word-processing programme) due to language or technical requirements (e.g. special characters), and then converted and uploaded into Inspira.

The 'mode of completion' will be determined for each exam paper by the relevant exam board. Your department will confirm the mode of completion to you in advance of you sitting the exam.

Once you have received confirmation from your department on the mode of completion for your exams, you may apply for alternative mode through the existing exam adjustments process, e.g. to handwrite on the basis of disability or a medical condition. Changes to mode of completion will only be accommodated on grounds of disability, not preference.

It is not possible to apply for adjustments until the mode of completion has been confirmed by your department. Applications must be submitted via your college office by 31 March 2021* in accordance with the guidance below.

Please refer to the [open-book exams guide](#) for further guidance.

1. Mode of completion is TYPED

If you need to be able to handwrite you will need to contact your college office to apply for permission for a mixed mode of completion.

- If you already have exam adjustments in place for a disability and your reason to handwrite is owing to the same disability, your college may submit an application citing evidence previously provided as the reason for adjustment.
- If you do not currently have any exam adjustments in place you will need to obtain evidence to support your reason for requiring to handwrite your online exam responses. This reason should be for disability or medical condition, not a preference.
- If the evidence and reason for the adjustment are not owing to disability (as defined in the Equality Act) or medical condition, the application will be rejected.

2. Mode of completion is HANDWRITE

If you already have an approved adjustment to type your exams, the ability to type your exam responses in the platform will be enabled so you do not need to submit any further application.

If you do not have existing permission to type, it may be possible for you to apply for adjustment to type your exams via your college office. This must be supported by evidence to support your reason for requiring the adjustment, which must be on the ground of a disability or medical condition.

3. Mode of completion is MIXED (typed and/or handwritten)

This is a flexible mode of completion and you have the choice whether to handwrite and/or type your exam answers (response). No adjustment is required.

*If you have not been informed of the mode of completion by this date please contact your department.