

(3) 特殊教材 Special Course Materials

- 磁碟版教材（適用於有視障的學生）科目編號 Course code(s) : _____
A soft copy of the course materials (Applicable for student with visual impairment).
- 影音教材的印刷文稿（適用於有語言障礙或聽障的學生）科目編號 Course Code(s) : _____
Printed scripts of video programme for the course(s) (Applicable for student with speech and language or hearing impairment).

III. 特別考試安排 Special Examination Arrangements

(請參閱「重要事項」第 6 段 Please read para 6 of the “Important Notes”)

請在下列特別考試安排中選擇你所需要的項目並加上“✓”號。

Please indicate below the kind of special examination arrangements you require and put a “✓” in the appropriate boxes.

(1) 試場方面的安排，我需要下列的設施：

I require the following special facilities in the examination centre(s):

- 可供輪椅使用者進出 with wheelchair access
- 有停車場 with carpark (車牌號碼 Car registration number : _____)

(2) 作答試題時，我需要下列的協助及／或輔助器材：

I require the following provision(s) in attempting the examination questions:

- 凸字版考試卷 Braille examination question paper
- 放大版考試卷 Enlarged examination question paper
- 除考試時間外，額外作答時間(佔考試時間的_____%) Time extension (other than exam duration), i.e. _____% of examination duration
- 點字顯示器、電腦及電腦磁碟 Powerbraille, personal computer and floppy disk
- 電腦及磁碟（不設附加硬件／軟件） Personal computer and floppy disk (without any special hardware/software)
- 凸字打字機及打字紙 Perkins braille and typing paper
- 筆記員 Amanuensis

(3) 我過往曾申請特別考試安排並獲得批准。我並沒有新的資料補充或提交（過往已獲特別考試安排的同學，校方會於每次考試為申請人作出同樣的安排）。I have applied and been granted special examination arrangement in previous examinations. I have no additional/ new information to be provided. (For students who have applied and obtained special examination arrangement before, the same special arrangements will be made for coming and future examination.)(4) 我不需要任何特別考試安排，並可以在一般的試場應考。I DO NOT require any special arrangement and I can attend the examination(s) at an ordinary examination centre.**IV. 證明文件 Supporting Documents**

(請參閱「重要事項」第 5 及 6 段 Please read para 5 & 6 of the “IMPORTANT NOTES”)

請在適當的空格內加上“✓”號。 Please put a “✓” in the appropriate boxes.

本人現連同本表格遞交_____證明文件（如醫生證明書）合共_____頁，以申請本表格第 III 部分的特別考試安排。

I am now enclosing herewith _____ pages of supporting documents (e.g. medical certificate) of _____ for the application for the Special Examination Arrangements in Part III.

V. 聲明 Declaration

本人謹此聲明，本人已參閱學科簡介及有關資料，明瞭已註冊科目在導修課、習作及考試方面的要求和形式。本人在申請表所填報及隨附的殘疾或有特別學習需要的證明文件上所提供的一切資料均為正確無誤。本人知道香港公開大學將根據本人所提供的資料，評估本人對各項輔學服務 / 特別安排的需要。本人明白，任何蓄意虛報資料或提供偽證，大學會取消有關服務及安排，並令本人受到大學紀律處分。此外，本人亦已參閱背頁的重要事項，並同意遵守有關規例。

I hereby declare that I have read the Courses Supplement and related information of the course(s) I have registered. I understand the course requirements including the tutorial arrangements and formats of any assignments and examinations. The information provided by me in this application form and the attached documents certifying my disability or special educational needs are complete and true. I am aware that OUHK will rely on the information provided to assess my need for support services / special arrangements. I also understand that my misrepresentations of information or submission of any falsified evidence render me to cancellation of the related services / arrangements and disciplinary action by OUHK. I have also read the “Important Notes” overleaf and agree to abide by the related Regulations.

學生簽署
Signature of Student: _____

日期
Date: _____

重要事項 Important Notes

1. 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及改正你的個人資料，如有需要，請聯絡學生事務處或保障資料主任。
The personal data provided on this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access to and correction of your personal data. If you wish to do so, please contact the Student Affairs Office or the Data Protection Officer.

2. 遞交表格期限 Application Deadline

學生須把填妥及簽署的表格，於有關學期開課後的三星期內交回九龍何文田牧愛街三十號學生事務處，傳真2712 2301。

Please submit the completed and signed form **within 3 weeks after the start of the term** to the Student Affairs Office, 30 Good Shepherd Street, Ho Man Tin, Kowloon by mail; or by fax 2712 2301.

所有申請將於截止日期後一星期內送交相關部門跟進。具體處理時間因應個案性質及複雜程度而有所不同，約一個月內完成個案申請。

All applications will be sent to responsible office(s) for handling within one week after deadline of submission. Due to the nature and complexity of different cases, it is expected to finish the case within one month.

3. 申請資格 Eligibility

在學的殘疾或有特別學習需要的學生如需輔學服務及 / 或特別安排以協助完成考試，可通過本表格提出申請。
Active students with disabilities or special educational needs who require support services and / or special arrangements to sit the examinations may complete this form.

4. 逾期申請 Late Application

逾期申請不一定受理，或未能如期提供所需的服務。
Late application may not be processed, or the desired services may not be provided on time as expected.

5. 輔學服務 Support Services

▪ 服務及儀器借用期限 Duration of Services & Loan of Equipment

輔學服務及儀器借用期限，應相當於正準備修讀科目的修讀期，但無論如何不超過一年。
The provision of the support services or loan of equipment only lasts for the duration of the course(s) under consideration and in any case does not exceed one year.

▪ 輔學服務的評核 Assessment for Support Services

- a) 大學評核學生對輔學服務的需求時，主要根據本申請表(及所提交的殘疾或有特別學習需要的證明文件)所提供的資料。
Assessment of the student's need for a special service will be based primarily on the information provided in this form (and the documents attached which certify the student's disability or special educational needs).
- b) 大學會考慮個別情況及其他因素，儘量安排所需服務。然而，亦可能因資源或其他限制而未能提供所申請的服務。
The University will try to provide the required services according to individual circumstances. However, it may not be able to do so if there are resources and other constraints.
- c) 新舊生機會均等。大學將會就每項申請作個別考慮。過往曾獲准借用儀器的學生，在提出申請時將不獲優先考慮。
Continuing and new students have equal opportunity. Applications will be considered on a case-by-case basis. No preference will be given to students who have been granted the services previously and who now submit a new application.
- d) 如有需要，學生或需呈交其他資料。
Students may be required to submit further supporting document if necessary.

▪ **安排設有停車場的導修中心 Tutorial Centre with Carpark**

除位於何文田牧愛街香港公開大學校舍及銀禧學院的停車場外，其他導修中心或其附近的停車場或需收費，同學須自行繳付有關費用。

Except for the OUHK Homantin campus and Jubilee College, carpark facilities of other tutorial centers or nearby may charge parking fees. Students are responsible for paying the required carparking fees.

▪ **借用儀器 Loan of Equipment**

大學備有各種輔助學習儀器，供殘疾或有特別學習需要的學生借用。這些儀器由香港賽馬會慈善信託基金、余兆麒醫療基金及何東爵士慈善基金捐贈。以下為借用條件及條款：

The University is equipped with certain special learning equipments on loan to students. The equipment is donated by The Hong Kong Jockey Club Charities Trust, The S. K. Yee Medical Foundation and The Sir Robert Ho Tung Charitable Fund. The following are the terms and conditions of the loan:

- a) 借取儀器時須向大學繳交可獲發還按金。若交還的儀器符合借用協議內所述的條件，大學將退回全部按金。否則，大學保留權利，從按金中扣除所需款項及 / 或向有關學生採取處分。各儀器的按金為港幣HK\$100。
A refundable deposit should be paid to the University on collection of the equipment. These deposits would be refunded in full if the equipment returned is in good condition and in compliance with the terms and conditions prescribed in the signed agreement. Otherwise the University reserves the right to deduct the respective payment from the deposit. The deposit for individual equipment is HK\$100.
- b) 同學必須自行安排領取及退還借用的儀器。
Students are responsible to make the necessary arrangement to collect / return the loaned equipment from / to the University.
- c) 借用電腦的學生不得安裝或下載任何其他軟件及 / 或資料，不適當的安裝程序可引致該部電腦的軟件受損。
Students are not allowed to install or download any other software to the notebook computer. Any additional installation may cause collapse of the Operation System of the computer.
- d) 學生必須小心使用及保管借用的儀器。在借用儀器期間，儀器若有損壞或遺失，學生所繳交的按金將不獲發還，以作賠償。如按金不敷維修 / 賠償之用，學生須繳付額外的費用。
Students will be held wholly responsible for any damage caused to or loss of the loaned equipment during the loan period. If damage or loss is found upon return of the equipment, the University reserves the right to forfeit the refundable deposit paid for the loaned equipment so as to cover the repair / recovery cost. If the deposit could not cover the repair cost, the student has to pay the excess cost involved.
- e) 借用的儀器為大學資產，借用者必須遵守大學的規例及政策。
The equipment on loan to students remains the property of the University and students concerned should conform to the regulations and policies as specified by the University.

6. 特別考試安排 Special Examination Arrangements

- a) 有關特別考試安排，約於考試期前一個月回覆。
Regarding special examination arrangements, reply will be made within 1 month before the examination period.
- b) 本校鼓勵學生於辦理選科手續前，先參閱有關科目的簡介和教材，並諮詢學科主任，以瞭解該科在導修課、習作及考試方面的要求及形式。殘疾或有特別學習需要的學生應考慮本身的特殊情況，是否需要特別安排，方可應付該科的習作或考試要求及形式。
Student are strongly recommended to read the Courses Supplement, Course Material and related information and consult the Course Coordinator in order to understand the course requirements including the tutorial arrangements, formats of any assignments and examinations before they register for the course concerned. Students with disabilities or special educational needs should consider their individual needs and apply for special arrangements if these arrangements are essential for their study and/or examination.

- c) 殘疾或有特別學習需要的學生如需特別安排以協助完成考試，可用本表格提出申請。本校會因應個別學生的需要，盡量作出安排。申請特別考試安排者，必須填妥此表格，連同有效及認可之證明文件（如註冊醫生所簽發之詳細的醫療報告），一併交予教務長。學生必須清楚填寫需要校方作出的特別考試安排，例如試場安排、額外作答時間、輔助工具以書寫答案等，以便校方處理有關申請。請勿把表格或證明文件寄給學科主任或導師。
- Students with disabilities or special educational needs who require special arrangements to sit the examination(s) should complete this form. The University will try to make the necessary arrangements whenever possible. Any applications should be submitted to the Registrar together with any relevant and acceptable supporting evidence, eg detailed medical report issued by a certified medical practitioner. To facilitate the processing of your application, you should state explicitly on this form any arrangements required for your examination, e.g. change of examination centre, time extension, special aids for you to attempt the examination etc. Do not send the form and/or supporting evidence to the Course Coordinator or tutor.
- d) 因為各科的考試要求或形式不盡相同，過往已獲特別考試安排的學生，仍須於上述限期前提交申請。倘若學生的情況一如以往，是次考試又需同樣的安排，除非校方另有指定，否則學生不需重新提交證明文件。然而，因個別科目的要求或其他原因而需另作安排的學生，其提出申請時，必須附上有效及認可之證明文件（如詳細的醫療報告）。
- Examination formats may vary depending on the course concerned. Students are required to submit new application before the stipulated deadline even though special examination arrangements have been granted to them in previous examinations. If your circumstances remain unchanged and the same examination arrangements are to be made, you need not attach any supporting evidence to your application unless specified otherwise. However, if a change in the examination arrangements is deemed necessary because of the specific course requirements or other reasons, you are required to attach the relevant and acceptable supporting evidence to your application, e.g. detailed medical report.
- e) 在修業期間，個別學生的情況如有更改，應儘快向教務長呈交補充資料或最近期之有效證明文件，並附上重新填寫之申請表。然而，視乎個別情況，校方不一定能在學生應考前作出所需的特別考試安排。
- If there is any change in your circumstances during your study period, you should notify the Registrar and submit a new application together with the latest relevant supporting evidence as soon as possible. The University will consider on a case-by-case basis whether the special examination arrangements can be made for you in the coming examination(s).
- f) 學生有責任按照規定的限期和程序，向教務長提交詳細的證明文件及資料，如醫生證明書或推薦書等。大學及其職員均不會代學生取得此等證明文件。學生應確保醫生或有關機構清楚明白該證明文件乃為證明學生需要有關的特別安排，以協助其完成有關科目的考試。學生若遲交申請表及／或證明文件，校方便不一定能在學生應考前作出所需的特別考試安排。
- It is the sole responsibility of the student concerned to ensure that all the necessary details and relevant supporting evidence reach the Registrar at such a time and by such procedures as the University shall specify from time to time. Neither the University nor any of the University's officers shall obtain such information/documents on behalf of the student. You should also ensure that your certified medical practitioner or the related institution clearly understands that the information/documents are required to certify that the special arrangements are essential for you to attempt the respective examination(s). Any late applications and/or late submission of supporting evidence may prevent the University from making the necessary arrangements for you to take the examination(s).
- g) 平時作業總分未達 31 分或以上的學生，將不會獲考慮特別考試的安排。
- Special examination arrangement will NOT be considered if students are not able to achieve an overall continuous assessment (OCAS) of 31 or above.
- h) 若學生未能親自提出申請，可委託他人代為辦理有關手續。然而，學生必須呈交一封授權書，列明受託人之姓名及香港身分證號碼。請注意，學生或其代理人仍需遵照校方規定的程序及限期提出申請。
- If you are unable to submit the application by yourself, you may request a second party to submit the application on your behalf. You must however enclose a letter of authorization stating the name and HKID number of that authorized person. Please note that you or your agent have to follow the procedures and deadline as specified by the University.

7. 查詢 Enquiries

如欲聯絡個別學科主任，請致電大學諮詢中心（電話：2711 2100，傳真：2715 0760，電子郵遞：info@ouhk.edu.hk）。關於輔學服務的查詢，可聯絡學生事務處（電話：2768 6634，傳真：2712 2301，電子郵遞：sao@ouhk.edu.hk）；查詢兼讀課程及深造課程的特別考試安排，可聯絡教務處考試組（兼讀課程及深造課程）（電話：2768 6688/9，傳真：8148 3378，電子郵遞：regexam@ouhk.edu.hk）；查詢全日制本科課程的特別考試安排，可聯絡教務處考試組（全日制本科課程）（電話：2768 8650，傳真：2406 2312，電子郵遞：regexamftug@ouhk.edu.hk）。

If you want to contact individual Course Coordinator, please contact our Information Centre (Tel: 2711 2100, Fax: 2715 0760, Email: info@ouhk.edu.hk). For enquiries related to Support Services or Special Examination Arrangements, please contact the Student Affairs Office (Tel: 2768 6634, Fax: 2712 2301, Email: sao@ouhk.edu.hk) or the Examinations Office (Part-time & Postgraduate) for Part-time and Postgraduate programmes (Tel: 2768 6688/9, Fax: 8148 3378, Email: regexam@ouhk.edu.hk) / Examinations Office (Undergraduate) for Full-time Undergraduate programmes (Tel: 2768 8650, Fax: 2406 2312, Email: regexamftug@ouhk.edu.hk) respectively.

8. 其他 Others

如有需要，學生可另加紙張補充殘疾或有特別學習需要的情況。這些資料將用作評估學生的特殊情況及需要，以便大學及早作出適當安排。

Students may provide with the University extra information on their disabilities or special educational needs in a separate paper if you consider necessary. The information provided will facilitate the University in assessing your special needs and providing the most appropriate service / arrangement for you.