

Confidential

Please visit www.ouhk.edu.hk/sen
for important notes to student
with special educational needs.

Application for Support Services and Special Examination Arrangements for Students with Disabilities or Special Educational Needs

The University is committed to support students with disabilities or special educational needs in pursuit of their further studies.

All personal information will be kept in strict confidence.

Please submit this form in **hardcopy** to Student Counselling Services, Room C0509, 5/F, Kwok Tak Seng Building (Block C), Main Campus.

Section A: Personal Particulars (* Delete as appropriate)

Name (Mr/Miss/Ms*) : _____ (_____) Student No: _____
English Name (Chinese name)

Telephone No.: _____ Email: _____ Current Year of Study: _____

School: _____ Programme of Study: _____

Contact person in case of emergency:

Name: _____ Relationship: _____ Telephone No.: _____

Mode of Study: *Full-time/ Part-time

Section B: Nature of Disabilities or Special Educational Needs (Please as appropriate)

	<u>Remarks</u>
<input type="checkbox"/> Physical Disabilities <input type="checkbox"/> Wheelchair user <input type="checkbox"/> Non-wheelchair user <input type="checkbox"/> Visual Impairment <input type="checkbox"/> Profound low vision to totally blind <input type="checkbox"/> Mild to severe low vision <input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Profound hearing loss to stone deaf <input type="checkbox"/> Mild to severe hearing loss <input type="checkbox"/> Speech and Language Impairment <input type="checkbox"/> Chronic Illness/ Visceral Disability <input type="checkbox"/> Mental Illness <input type="checkbox"/> Autism Spectrum Disorder/ Asperger Syndrome <input type="checkbox"/> Attention Deficit/ Hyperactivity Disorder (ADD/ADHD) <input type="checkbox"/> Specific Learning Disabilities/ Dyslexia <input type="checkbox"/> Others (please specify): <hr/>	

Section C: Application for special arrangements at OUHK

Please indicate your special arrangements that may be useful to your study and campus life at OUHK.

Support Services required

For staff only

Special examination arrangement:

- I do not require any special arrangement and I can attend the examination(s) at an ordinary examination centre.
- Braille examination paper
- Enlarged examination paper
- Extra time allowance: _____% of examination duration
- Use of computer
- Amanuensis
- Supervised breaks: _____
- Special room: _____
- Others: _____

** 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.)*

** For test arrangement, students need to discuss with lecturers accordingly as the test date in each course would be different.*

Special lecture accommodation:

- I do not require special lecture accommodation
- Assistance in forming groups
- Lecture attendance allowance
- Lecture materials prior to the class
- Lecture recording (audio/ video)
- Softcopy of the course materials
- Printed scripts of video programme for the course
- Peer note-takers
- Others: _____

Other learning accommodation:

- I do not require special learning accommodation
- Special furniture setting for classes, tests and examinations
- Carpark space (applicable for student with impaired mobility)
- Learning aids and equipment loan services
 - Wireless System for Hearing Aid Equipment
 - Handytech Actilino Notetaker
- Others: _____

Section D: Details of Supporting Document

Please specify your supporting document enclosed with this application form:

- HKEAA accommodation letter with details of special arrangements you received in HKDSE
- Accommodation letter from your home university/ secondary school with details of special arrangements you received
- Psychologist's report
- Letter from medical practitioner
- Statement of special educational needs
- Others, please specify: _____

Section E: Additional Information

Please describe the degree of your special educational needs/ disabilities or other supplementary information.

Section F: Declaration (* Delete as appropriate)

I hereby authorize and request Student Affairs Office of The Open University of Hong Kong to:

- (i) Release my relevant personal information to my School, Departments, the Examinations Office, and/or other university units for service arrangement.
- (ii) Obtain my relevant personal information from the author of supporting document, previous school, my School, Departments, the Examinations Office, and/or other university units on matters related to my service request.
- (iii) Register with the Support Services provided by Student Affairs Office;
- (iv) For statistical and research purposes without the disclosure of personal information;
- (v) The provided personal data will be deleted 7 years after service termination.

I understand that all information will be kept at confidential unless

- (i) The safety of me/ others is in jeopardy and stepped up monitoring is needs for life protection purposes; and/or
- (ii) Legal responsibility is involved

Students may browse the "Important Notes" for more information on the website of Student Affairs Office.

Signature of Student: _____ Date: _____

Section G: Recommendations from Counsellors

Signature of Counsellor: _____ Date: _____