



政府創辦·多元創新
Government established · Diversified and innovative

Confidential

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 by email to ssa@ouhk.edu.hk.

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 <ul style="list-style-type: none"> <input type="checkbox"/> Wheelchair user <input type="checkbox"/> Non-wheelchair user <input type="checkbox"/> Visual Impairment <ul style="list-style-type: none"> <input type="checkbox"/> Profound low vision to totally blind <input type="checkbox"/> Mild to severe low vision <input type="checkbox"/> Hearing Impairment <ul style="list-style-type: none"> <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): _____	

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
- 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: _____

Important Notes

1. 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. Application Deadline

Please submit the completed and signed form within 3 weeks after the start of the term to **Student Counselling Services, Room C0509, 5/F, Kwok Tak Seng Building (Block C), 30 Good Shepherd Street, Ho Man Tin, Kowloon** by mail; or by fax 2712 2301. Under the pandemic, students are encouraged to submit their forms via email to ssa@ouhk.edu.hk.

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. Late application may not be processed, or the desired services may not be provided on time as expected.

3. Support Services

3.1 Duration of Services & Loan of Equipment

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.

3.2 Assessment for Support Services

- 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).
- 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.
- 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.
- Students may be required to submit further supporting document if necessary.

3.3 Carpark spaces (applicable for student with impaired mobility)

Student with impaired mobility may apply for carpark space during their studies at OUHK.

4. Special Examination Arrangements

- Regarding special examination arrangements, reply will be made within 1 month before the examination period.
- 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.
- 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, e.g. 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.
- 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.
- 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).
- 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).

- Special examination arrangement will NOT be considered if students are not able to achieve an overall continuous assessment (OCAS) of 31 or above.
- 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.

5. Enquiries

Enquiries	Contact	Phone	Fax	Email
Individual Course Coordinator	Information Centre	2711 2100	2715 0760	info@ouhk.edu.hk
Support Services	Student Affairs Office	2768 6634	2712 2301	ssa@ouhk.edu.hk
Special Examination Arrangements	Examinations Office	2768 6688	8148 3378	regexam@ouhk.edu.hk