Received a status and accommodations

Now what?

How can I
make use of my
accommodations?

SHEET 4 / EX ACC / part 1

Exam accommodations

⊩ **Activate exam accommodations**: once your exam schedule is published on Toledo, you can request exam accommodations for specific exams. You can do this yourself through [KU Loket](), under the "Activate Accommodations" section.

⊩ **The special needs assessor will send you an email when you can activate exam accommodations.** Be sure to **respect the deadlines** and submit your accommodations on time. If you do not use the accommodations, the special needs assessor cannot arrange anything for you and the lecturer cannot take your adjustments into account.

⊩ **Apply only for accommodations that may be applicable to the type of exam.** E.g.. 'not being judged for spelling mistakes' does not apply to an oral exam.

⊩ **Important!** For each exam or evaluation, please provide this info in the "Note" box:
⊩ Date of exam
⊩ Hour of the exam (if known)
⊩ Type of exam (online, written, oral, paper, jury, ...)

At the next accommodations, provide **this info** as well:

"Use of a laptop of PC with reading software/writing aid during the exam": clearly state **WHICH reading software** (Sprint or Kurzweil). If you do not want to use reading software, write "no reading software".

"Student may take oral exams last/first in line": write if you want to take your exam first, last or some other time.

Timing and deadlines: the exam schedules are published on Toledo at least 6 weeks before the start of the exams. **Once published, you have about 1 week to request your accommodations on Ku Loket. The correct dates will always be communicated via e-mail by the special needs assessor.**