

Procedure special arrangement Faculty of Science (after approval of the student counsellor)

Procedure Extra time for exams

If your arrangement concerns extra time for exams, this will automatically be added to all exams and retakes for the courses at the Faculty of Science for which you are enrolled. You don't have to do anything more about this. Please bear in mind that the Examinations office will need 7 business days to process the right to use extra time. This means you cannot make use of extra time for exams that are scheduled within 7 days from this message.




Procedure other arrangements (e.g. laptop use, private room, custom arrangements)

To arrange for the extra arrangement per course, follow the steps:

Step 1: send an email to tentamenbureau-fnwi@uva.nl and mention which arrangement you want to use for what exam.

Step 2: request the extra arrangement in Datanose **no later than 3 weeks before the exam**.

Instruction:

- Go to Datanose and log in with your UvAnetID and password (i.e. not by way of your student number in your personal schedule)
- After this, go to your personal schedule and the list of exams at the bottom of the page.
- Next to the exam, click on the symbol  and cross the box for the arrangement you receive (e.g. custom) and close with the "OK" button. It may take some time before the pop-up opens.
- When you see a green arrow , your request for an exam arrangement has been successful.
- If you don't see a symbol  behind the exams, please press "reload" on the upper right.

Please note: If you request an arrangement for an exam, you will be automatically registered for this arrangement for all exams in the same course, i.e. also for midterms and retakes, if applicable.

Courses elsewhere

If you are taking courses at another faculty, please look at [this website](#) to find the procedure valid there.

Questions

If you have questions, please contact the Examinations office at tentamenbureau-fnwi@uva.nl.