

# Procedure special arrangement per exam

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Once the student counselor granted you a special examination arrangement, you can apply for special facilities **yourself** for each separate scheduled test/exam via DataNose (partial test, midterm test, exam, resit).

Whether you are entitled to do so, check your home page in DataNose for the sign below






Instead of 'extra time' other possible rights are: 'A3 format', 'Laptop use allowed' or 'Custom'.

If you don't see the rights you think you're entitled to, please contact your study adviser.

## Application via DataNose

Start **ultimately 3 weeks before your exam date** with the application for special facilities!

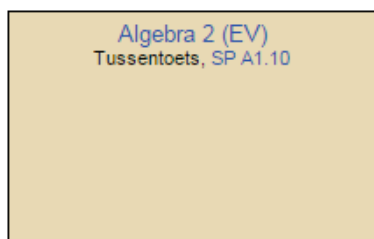
1. Go to DataNose and **login with your UvAnetID and password** (don't go to your personal timetable using only your student-ID, your password is required).
2. Go to your personal timetable -> scroll down to the exams at the bottom of the page.
3. Click at the -symbol at the row of the exam in question and tick the box for the arrangement you apply for (e.g. extra time). Click the OK-button to finish your application. It can take a while for the selection window to pop up.
4. Click on **reload** (or Ctrl+Y) and the  becomes . If the last symbol appears, your application is successful.

**To cancel** your application, follow the same steps as mentioned above and uncheck the box for the arrangement. The same deadline of three weeks applies.

If the deadline has passed contact [tentamenbureau-fnwi@uva.nl](mailto:tentamenbureau-fnwi@uva.nl) to apply for the arrangement. After the deadline use of the arrangement cannot be guaranteed!

**Please note:** For resits, your application for extra time is automatically cancelled once you passed the regular exam. If you want to take the resit after you passed the course, please contact the 'Tentamenbureau FNWI' at least 3 weeks before the exam date.

## Location of the exam shown in DataNose



In your personal timetable in DataNose you can find the location for your exam with special facilities. You can recognize it by the addition of **EV** behind the course name in the timetable. In the list of exams the location will automatically change in the location for students with special facilities. This can also be the regular location of the exam.