

The undersigned \_\_\_\_\_ Codice Fiscale \_\_\_\_\_ as legal representative of the school (Name)  
\_\_\_\_\_ registered as Trinity exam centre with the number \_\_\_\_\_

**HERE BY REQUESTS**

that the provision(s) selected on the annexed 'Special Needs Provisions' list can be granted by Trinity College London for the above mentioned candidate(s)

Name and surname	Date of birth	Trinity exam type and grade level (ex. GESE 5; ISE I)	Provision Number	Further information for examiner's briefing on conditions

Date \_\_\_\_\_

DECLARANT (Name)

\_\_\_\_\_

## Procedura per la richiesta di provision per i candidati con bisogni speciali.

Le scuole che vogliono richiedere una o più provision per i propri candidati con bisogni speciali possono seguire la semplice procedura indicata di seguito per completare la registrazione di tali candidati.

1. Compilare la dichiarazione presente a pagina 2 di questo documento:
  - a. Compilare la parte relativa ai dati del rappresentante legale;
  - b. Compilare la tabella con i dati relativi ai candidati;
  - c. Far firmare la dichiarazione così compilata al rappresentate legale;
  - d. Scegliere le provision d'interesse così come elencate nelle pagine successive di questo documento, indicando nella colonna PROVISION NUMBER il numero corrispondente; con riferimento alle provision **EXTRA TIME FOR SPEAKING/LISTENING EXAM e EXAMINER BRIEFED ON CONDITION**, indicare nella suddetta colonna, qualora fosse necessario, la lettera corrispondente alla opzione d'interesse
2. Documentare la patologia del/i candidato/i con certificato medico o documentazione medica equivalente (non occorre inviare tutta la documentazione, ma la sola conferma della diagnosi);
3. Allegare, entro la data di scadenza prevista per la sessione di esami, il modulo firmato e la documentazione medica sul [Portale dei Centri](#), nella sezione 'Allegati dell'ordine'; entro 48 ore sarà inviata una email di conferma dell'avvenuta ricezione della documentazione allegata.  
***Qualora, nei tempi suindicati, non sia pervenuta alcuna notizia in merito alla richiesta inviata, si prega di contattare gli uffici amministrativi al numero 0534 801901.***
4. Attendere il modulo delle provision approvate, che sarà cura degli uffici amministrativi recapitare alla scuola, e rendere disponibile anche nella stessa sezione 'Allegati dell'ordine'

*Per qualsiasi chiarimento invitiamo a contattare gli uffici amministrativi al numero 0534 801901*

**Trinity College London Special Needs Provision List**

Forms should be uploaded onto Centre Portal in the 'order attachments' section according to the session deadline. Notes and forms handed to the examiner on the day of the exam are not acceptable.

Number	Provisions	Conditions
1	<b>Extra time allowed for reading/writing exam* (ISE)</b>	<p>Candidates with special needs, disabilities and health conditions may request extra time to complete their exam; the amount of extra time available to candidates who qualify is usually 25%.</p> <p><b>Supporting evidence is required for this adjustment.</b></p>
2	<b>Extra time for speaking/listening exam* (ISE, GESE)</b>	<p>Candidates with special needs, disabilities and health conditions may require extra time to complete their exam; the amount of extra time available to candidates who qualify is usually 25%. Evidence of need is required for all extra time, and additional evidence may be requested if more than 25% extra time is applied for.</p> <p><i>Please choose and flag the oral examination component for which extra time is required from the following options:</i></p> <ul style="list-style-type: none"> <li><i>a) More time for conversation phase (GESE, ISE S&amp;L)</i></li> <li><i>b) More time for topic phase (GESE 4-12, ISE)</i></li> <li><i>c) More time for interactive/collaborative task phase (GESE 7-12, ISE II-III)</i></li> <li><i>d) More time for listening task phase (ISE, GESE 10-12)</i></li> </ul> <p><b>Supporting evidence is required for this adjustment.</b></p>
3	<b>Supervised breaks* (reading/writing exam ISE)</b>	<p>Rest breaks may be used where a candidate does not require any extra time to complete the exam itself, but may need a 'time out'.</p> <p>If a rest break is required, the timing of the examination is paused and re-started when the candidate is ready to continue. During the supervised rest break the candidate must not have access to the question paper/answer booklet, and must be accompanied by an examiner if they need to leave the examroom.</p> <p><b>Supporting evidence is required for this adjustment.</b></p>

4	<p><b>Use of a word processor*</b></p> <p>(Reading &amp; Writing exams-ISE)</p>	<p>Candidates who are unable to write by hand, due to a physical disability, or a learning difficulty affecting (for example) the ability to structure work or hand-write legibly, may apply to use a word processor for their exams (where exams would usually be paper based).</p> <p>Centres are expected to supply their own equipment, and must ensure that all spelling and grammar functions are disabled, the computer is not connected to the internet, and any relevant files are removed. Centres may be asked submit equipment for inspection.</p> <p><b>Supporting evidence is required for this adjustment.</b></p> <p><i>Conditions for use of computer: If possible candidates should be put in a separate invigilated room. If this isn't possible then they must be positioned so that the other candidates cannot see their screen, which must be visible and accessible to invigilators. All spell check and grammar functions and internet connections must be turned off, and all files that could potentially be of help (e.g. any files in English) either removed from the computer or put in protected folders. Each page of the answer document must have the candidate's name and ID number on it, and all the questions should be clearly numbered. (It may be helpful to set up a blank document with this information already filled in before the exam so that the candidate has a template to work on). After the exam the answer document must be printed immediately, attached to the question paper and returned with the other papers for marking. The electronic document should be deleted.</i></p>
5	<p><b>Transcript for listening task*</b></p> <p>(ISE)</p>	<p>Some candidates with hearing loss will not be able to access the listening task, even with headphones, and will need to lip-read to understand what is being said. In these cases, the examiner may read out a transcript of the listening task rather than playing a recording.</p> <p><b>Supporting evidence is required for this adjustment.</b></p>
6	<p>Enlarged/modified written exam paper (ISE)</p>	<p><i>For written exam only.</i></p> <p>Some partially sighted candidates will not be able to access the written task and will need enlarged/modified written exam paper. In these cases written exam papers can be provided in alternative formats- typically large print (A3).</p>
7	<p>Written paper printed on colour other than white (please specify colour)</p>	<p>Some colour blind candidates will not be able to access the written tasks properly and will need written paper printed on colour other than white. In these cases written exam papers can be provided/printed on coloured paper.</p>
8	<p>Braille written paper</p>	<p>Blind candidates will not be able to access the written tasks and will need braille written paper. Papers in Braille can be provided</p>

9	Examiner briefed on condition (please provide information) (ISE, GESE)	<p>Sometimes it is useful for the examiner to be briefed about a candidate's condition so that they can be sensitive in the way they deliver the exam, even if no specific adjustments are needed. However, please be aware that assessment standards remain the same for all candidates.</p> <p><i>Please, provide any other useful information for the examiner's briefing in the 'Further information' column of the table in the previous page</i></p> <p><b><i>Please, if necessary, choose and flag any other arrangements that the examiner could give to the candidates from the following options:</i></b></p> <ul style="list-style-type: none"> <li><i>e) It's necessary to speak more slowly;</i></li> <li><i>f) It's necessary to repeat the questions;</i></li> <li><i>g) Other (Please, provide any other useful information for the examiner's briefing in the 'Further information' column of the table in the previous page).</i></li> </ul>
10	<b>Headphones/hearing aid compatible speakers for Listening task *</b> (ISE)	<p>Some candidates with hearing loss may require headphones to improve the quality of sound, cut out background noise or to be compatible with hearing aids. Candidates or centres are expected to provide their own equipment, and must submit it for inspection if requested.</p> <p><b>Supporting evidence is required for this adjustment.</b></p>
11	Other	<p>Please contact our offices (<a href="https://www.trinitycollege.it/contatti/">https://www.trinitycollege.it/contatti/</a>)</p>

***Supporting evidence required***

We require evidence of need for any adjustments which could potentially give an advantage to candidates who do not need them, or which alter the format of the exam.

**Evidence should be from an appropriately qualified medical or educational professional, and should demonstrate how the candidate's condition affects access to the exam in question.**

Trinity reserves the right to turn down requests for adjustments if sufficient information is not provided.

***Data protection***

*Trinity will treat information provided in confidence and will use it in order to assess whether the candidate requires reasonable adjustments to their Trinity examination(s). If the adjustment is granted, Trinity will only communicate details to others as may be necessary for the candidate to take the exam(s) accordingly. Please refer to our website [www.trinitycollege.com](http://www.trinitycollege.com) for general information as to how Trinity uses candidates' personal data.*