

# CASA COLLEGE



1961

## STUDENT AFFAIRS & WELFARE OFFICE STUDENT WELFARE DOMAIN

### FORM FOR GRANTING FACILITATIONS TO STUDENTS

*The present form is completed by students suffering from some kind of disability or disorder in an effort to be given equal opportunities as students at Casa College. After completing all personal information, the students find the category that applies to them and put a tick (✓) to the proposed ways they think the College can support them or they make their own suggestions. The Student Affairs & Welfare Office will examine the suggestions and act accordingly*

STUDENT'S NAME: .....

PHONE No.: ..... COURSE & YEAR OF STUDY: .....

DISABILITY/DISORDER: .....

SEVERITY: .....

### HEARING IMPAIRMENT

A. FACILITATIONS RELATED TO TEACHING	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Use of voice recorder with the lecturer's consent		
2. If there are notes/presentations, they should be given in advance		
3. Note-taking during the class		
4. Other facilitations that will be regarded as necessary		
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B. FACILITATIONS RELATED TO ASSESSMENT	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Extended exam time (20%)		
2. Explanation of unknown words during exams (except for subject terminology which has been taught and it is examined)		
3. Explanation of exam paper (except for vocabulary that has been taught and the student must know)		
4. Leniency in syntactic and spelling mistakes in cases these do not constitute an object of examination		
5. Possibility to avoid the listening and speaking tasks during the exam as consented by the lecturer and the Director of Academic Studies		
6. Other facilitations that will be regarded as necessary		
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C. FACILITATIONS OFFERED BY CASA COLLEGE FOR GENERAL SUPPORT DURING THE STUDENT'S STUDIES	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Funding for employment of a person for taking notes during the classes		
2. Funding for employment of a person for private tutoring		
3. Funding for employment of a sign language interpreter during classes and meetings		
4. Purchase of software which is considered necessary for the student and installation on the College's computers (e.g. labs)		
5. Other facilitations that will be regarded as necessary		
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## VISUAL IMPAIRMENT

A. FACILITATIONS RELATED TO TEACHING	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Use of voice recorder with the lecturer's consent		
2. If there are notes/presentations, they should be given in advance		
3. Use of software that facilitates the access to written language during instruction (e.g. software that enlarges the fonts or software that converts written language into oral)		
4. Use of supportive technology		
5. Other facilitations that will be regarded as necessary		
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B. FACILITATIONS RELATED TO ASSESSMENT	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Oral exam with the lecturer's consent		
2. Possibility to take the exam on the computer with the lecturer's consent		
3. Possibility to provide a person to write the answers during the exam with the lecturer's consent		
4. Conversion of exam paper into one using large fonts by the lecturer (fonts size according to the student's preference)		
5. Extended exam time (20%)		
6. Other facilitations that will be regarded as necessary		
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C. FACILITATIONS OFFERED BY CASA COLLEGE FOR GENERAL SUPPORT DURING THE STUDENT'S STUDIES	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Funding for employment of a person for taking notes during the classes		
2. Funding for employment of a person for private tutoring		
3. Use of special equipment		
4. Funding for employment of a person to accompany the student around the College premises		
5. Ensuring accessibility to College premises		
6. Purchase of software which is considered necessary for the student and installation on the College's computers (e.g. labs)		
7. Other facilitations that will be regarded as necessary		
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## LEARNING DISORDERS

A. FACILITATIONS RELATED TO TEACHING	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Use of voice recorder with the lecturer's consent		
2. If there are notes/presentations, they should be given in advance		
3. Other facilitations that will be regarded as necessary		
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B. FACILITATIONS RELATED TO ASSESSMENT	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Extended exam time (20%)		
2. Oral exam with the lecturer's consent		
3. Possibility to take the exam on the computer with the lecturer's consent		
4. Possibility to provide a person to write the answers during the exam with the lecturer's consent		
5. Explanation of unknown words during exams (except for subject terminology which has been taught and it is examined)		
6. Explanation of exam paper (except for vocabulary that has been taught and the student must know)		
7. Leniency in syntactic and spelling mistakes in cases these do not constitute an object of examination		
8. Other facilitations that will be regarded as necessary		
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C. FACILITATIONS OFFERED BY CASA COLLEGE FOR GENERAL SUPPORT DURING THE STUDENT'S STUDIES	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Funding for employment of a person for private tutoring		
2. Purchase of software which is considered necessary for the student and installation on the College's computers (e.g. labs)		
3. Other facilitations that will be regarded as necessary		
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## PSYCHOEMOTIONAL DISORDERS

A. FACILITATIONS RELATED TO TEACHING	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. If there are notes/presentations, they should be given in advance		
2. Receiving notes (in case of symptoms outbreak accompanied by a note from public Mental Health Services)		
3. Use of software that facilitates the access to written language during instruction (e.g. software that enlarges the fonts or software that converts written language into oral)		
4. Other facilitations that will be regarded as necessary		
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B. FACILITATIONS RELATED TO ASSESSMENT	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Extended exam time if needed, according to the time required for break (symptoms outbreak)		
2. Extended exam time or the opportunity to gradually complete assignments, if needed (in case of symptoms outbreak accompanied by a medical note from public Mental Health Services)		
3. Explanation of exam paper (except for vocabulary that has been taught and the student must know)		
4. Other facilitations that will be regarded as necessary		
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C. FACILITATIONS OFFERED BY CASA COLLEGE FOR GENERAL SUPPORT DURING THE STUDENT'S STUDIES	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Funding for employment of a person for private tutoring		
2. Funding for employment of a person for taking notes during the classes		
3. Other facilitations that will be regarded as necessary		
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## RESTRICTED MOBILITY AND PHYSICAL DISABILITY

A. FACILITATIONS RELATED TO TEACHING	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Use of voice recorder with the lecturer's consent		
2. If there are notes/presentations, they should be given in advance		
3. Use of supportive technology		
4. Other facilitations that will be regarded as necessary		
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B. FACILITATIONS RELATED TO ASSESSMENT	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Oral exam with the lecturer's consent		
2. Opportunity to take the exam on the computer with the lecturer's consent		
3. Possibility to provide a person to write the answers during the exam with the lecturer's consent		

4. Extended exam time (20%) if needed, accompanied by proof (i.e. medical note)		
5. Other facilitations that will be regarded as necessary		
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<b>C. FACILITATIONS OFFERED BY CASA COLLEGE FOR GENERAL SUPPORT DURING THE STUDENT'S STUDIES</b>	<b>STUDENT'S SUGGESTION</b>	<b>FOR OFFICIAL USE</b>
1. Funding for employment of a person to accompany the student		
2. Funding for employment of a person for private tutoring		
3. Funding for employment of a person for taking notes during the classes		
4. Purchase of software which is considered necessary for the student and installation on the College's computers (e.g. labs)		
5. Other facilitations that will be regarded as necessary		
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## LEARNING DISORDERS

<b>A. FACILITATIONS RELATED TO TEACHING</b>	<b>STUDENT'S SUGGESTION</b>	<b>FOR OFFICIAL USE</b>
1. Reserving the right for short breaks		
2. Other facilitations that will be regarded as necessary		
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B. FACILITATIONS RELATED TO ASSESSMENT	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Extended exam time if needed, according to the time required for break (e.g. if the student undergoes hypoglycaemia)		
2. Other facilitations that will be regarded as necessary		
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C. FACILITATIONS OFFERED BY CASA COLLEGE FOR GENERAL SUPPORT DURING THE STUDENT'S STUDIES	STUDENT'S SUGGESTION	FOR OFFICIAL USE
1. Funding for employment of a person for private tutoring in case of necessary absence from classes		
2. Other facilitations that will be regarded as necessary		
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SIGNATURES	
<p>.....</p> <p>STUDENT</p> <p>DATE .....</p>	<p>.....</p> <p>DIRECTOR OF STUDENT AFFAIRS &amp; WELFARE</p> <p>DATE .....</p>

**NOTE** *In case of any other disabilities, Casa College will take the necessary measures (in collaboration with the relevant organisations or institutions) to support the student in moving around the premises and follow classes, seizing the same benefits and opportunities as any other student.*