



UNIVERSITÀ DI PARMA

GUIDELINES FOR CONDUCTING EXAMS FOR STUDENTS WITH SLD, SEN AND DISABILITIES

1. WELCOME AND INCLUSION CENTER / CENTRO ACCOGLIENZA E INCLUSIONE (CAI)

The Center aims to promote and pursue actions in the field of welcome, inclusion and equal opportunities for students who, within university life, may experience a state of discomfort due to any form of physical and/or psychological frailties. Among the Center's objectives is also to implement different services related to the reception, assistance, social integration and rights of people with disabilities, Specific Learning Disorders (SLD) and Special Educational Needs (SEN) through the **Le Eli-Che Service** according to the laws currently in force.

As part of the Welcome and Inclusion Center, **Le Eli-che Service** provides the following resources:

- Orientation interviews/personalized plan;
- Italian Sign Language (LIS) interpreting;
- Speech therapy sessions;
- Peer and didactic tutoring;
- Management of procedures for the free loan of use of specific IT equipments;
- Management of exam tests;
- Management of transport procedures with equipped vehicles;
- Assistance in the activation of curricular internships, post-graduate internships and work support activities;
- Assistance with admission tests, selective procedures, exams and linguistic suitability tests in cooperation with the University Language Centre;
- Support for the management of procedures relating to international mobility programmes.

2. FIRST CONTACT

In order to activate specific services and to request specific exams adaptations, it is necessary to:

1. **Upload to Esse3 the certification of your disability condition** based on the Law 104/92 and/or civil disability or a SLD diagnosis based on the Law 170/2010 or any other specialist documentation that certifies a specific pathology or disorder. To be deemed valid, the certification of an SLD diagnosis must have been issued **no more than three years ago or after the age of 18*** and issued by the National Health Service or by an accredited private

centre. In case the certification has been issued by one non-accredited private specialist or by a foreign state, then it must be accompanied by a certification of conformity issued by the Italian National Health Service.

2. **Carry out a knowledge interview with a professional of the Welcome and Inclusion Center** (it is possible to ask for an appointment at cai@unipr.it), which aims to better understand the individual needs and to draw up a **Personalized Learning Plan** that includes any form of specific adaptations that may be consistent with the individual certification. We recommend to book the interview at the beginning of the academic year, at the time of enrolment, even though it will be possible to do it during any moment of the academic year. Furthermore, it is possible to request a change to the Personalized Learning Plan at any time.

**SLD diagnosis certifications issued more than three years ago or without compliance will be admitted as long as it is demonstrated that the renewal or certification of compliance from the National Health Service is pending and the required documentation will be integrated as soon as possible.*

ATTENTION: before requesting any form of adaptations for the exams you must upload the certification attesting your difficulty condition on Esse3 and book an interview (at cai@unipr.it). Anyone enrolled in years subsequent to the first and, therefore, that in previous years has already sent the certification and carried out the interview, needs only to upload the diagnosis on Esse3 and replace the table sent so far (yellow) with the new "Personalized exam request form".

3. WHAT KIND OF ADAPTATIONS YOU CAN ASK FOR

After the upload of the certification and, after the initial interview in case of new enrolments, you can request adaptations to take the exams agreed with the professional with whom the interview took place and in line with the difficulties certified. Various compensatory tools and dispensatory measures can be requested in line with Law 5 February 1992 n. 104 "Framework law for assistance, social integration and the rights of disabled people." and subsequent amendments, Law 8 October 2010 n. 170 "New rules regarding specific learning disorders in schools" and Ministerial Decree no. 5669/2011 "Guidelines for the right to study of pupils and students with specific learning disabilities" as well as the Guidelines by the National University Conference of Delegates for Disability.

Examples of tools and measures that can be requested:

- Additional time (30% or 50% in case of disability) for the written exam;
- Additional time to reflect on the answer during the oral exam;
- Use of the PC;
- Vicariate reading (a tutor reading);
- Use of the calculator;

- Consultation of conceptual maps containing only key words;
- Consultation of written schemes containing only key words;
- Consultation of written forms containing math formulas;
- Consultation of Dictionaries/ Codes/ Regulations without any comment on it;
- Conversion of written exams into oral exams;
- Conversion of oral exams into written exams;
- Division of the exam into two or more partial tests;
- Different form of test (e.g. open questions instead of a multiple choice test);
- Evaluation of contents rather than the form of the test;
- Evaluation of procedures rather than results;
- Be heard first or last (in case of an oral exam);
- Be heard without listeners (in case of an oral exam);

During the initial interview and assessment of your needs, it will be possible to evaluate **the use of further personalized measures** and to request **different measures to take different exams**. Note that **it is not possible to request a reduction in the program of a course and exemptions from an exam or parts of an exam**.

4. HOW AND WHEN TO ASK FOR ADAPTATIONS

Please note that adaptations must always be agreed with the teachers and requested contacting them directly via e-mail. Requests for compensatory and/or dispensatory measures to be used during the exam must be submitted **at least 10 working days before the date scheduled for the exam** through email addressed **to the teacher in charge of the course and in cc to the department contact person** (lists of the contact persons and their email addresses are available here: <http://cai.unipr.it/it/student-con-dsa-e-con-bes/42/>) and to the Welcome and Inclusion Center (cai@unipr.it).

A	teacher in charge of the course
Cc	department contact person + cai@unipr.it
Request for compensatory and/or dispensatory measures	

The request must be made by submitting the **Personalized Exam Request Form** computer-filled in in all its parts and ticking the compensatory and dispensatory measures that are requested in the list (which will correspond to those indicated in the Personalized Teaching Plan compiled with the CAI professional). If you don't get a response from the CAI, it's a tacit consent formula.

If you want to use conceptual maps, schemes or forms during the exam, they must be sent to the teacher in charge of the course at least 7 working days before the exam to allow the content to be evaluated.

Request and delivery times other than those indicated must always be agreed with the teacher. In case of a failed exam, the form must be sent back to the teacher.

ATTENTION: In case of requests submitted with less than 10 days notice, there is no guarantee that it will actually be possible to have any kind of adaptation for the exam and that the Center will be able to support your request. You may always ask for the mediation of a professional of the Center to explain your needs to the teacher.

In the following page, you can find two conceptual maps made by costanza.santoro@studenti.unipr.it and chiara.paini1@studenti.unipr.it that summarize the main points of the present Guidelines.

