

Examination centre for students with special needs during exams

You receive this information because you have been granted a seat at the exam centre at Klostergatan 3.

About the exam centre

The exam centre at Klostergatan is an exam hall for students who have been granted adjusted examinations. The centre has thirteen separate rooms as well as two smaller examination halls with seating for a total of 41 students. The separate rooms have a armchair or a couch as well as enough space for an assistant. Exam computers with speech synthesis (TorTalk) and spellcheckers (StavaRex and SpellRight) are also available at the centre. Furthermore, equipment such as headphones, different kinds of keyboards and additional desk lamps is available.

Please note that nuts and perfume are not allowed at the exam centre!

To keep in mind for students

Students must have a certificate from the coordinators at the Student Affairs and Academic Registry Division, and present this at their department to obtain the opportunity to take exams at the exam centre at Klostergatan. A certificate is valid one academic year at a time for programme students, alternatively for a specific course period, usually one semester. Please note that it is the examiner, or other person in charge, who makes the final decision on adaptations of examinations.

Registration must be done according to instructions from the department. Otherwise an adjusted examination at the special examination centre cannot be granted. Your certificate must also be valid.

You register for an exam in Ladok and through your contact at the department. The confirmation you receive from Ladok directs you to the regular exam hall. When you have been approved for an adjusted exam, you take it at the exam hall at Klostergatan 3, and ignore the stated location in the e-mail from Ladok.

Students who take the exam on a computer must have their login credentials for Studium/Ladok at hand at the time of the examination, since these are used to log in on the computers.

Directions for finding the examination centre at Klostergatan 3: <http://bit.ly/2EDEBZc>

Please note that the building can be entered through both the entrance at Klostergatan 3 and the entrance at Östra Ågatan 19.

Remember to bring a valid identity card/passport!