To be filled by the course administrator

Received:	Reg. no:

Application form for examination adjustments within the framework of study support (not for written on-campus examinations)

Section 1, to be filled in by the student

First and last name	**Social security number**
Address	**Phone/mobile number**
Zip code	**City**
E-mail address	

Course title	**Course code**
This application applies to the following examination	

Which adjustment(s) do you wish to use for this examination?

The adjustment(s) must be recommended in your Nais certificate. The Nais certificate should be attached to this application.

Date and place

Name	**Signature**

Print out the application form. Also submit your approved Nais application. Submit the complete, filled-in application directly to the examiner or put it in an envelope addressed to the course administrator and place it in the assigned mailbox in the Welcome Centre. You can also send your application to the following address: Karlstads universitet, 651 88 Karlstad Address the envelope to the course administrator. If you have any questions, contact the course administrator.

To be filled by the course administrator

Reg. no:

Assessment of requested examination adjustments within the framework of study support

Section 2, to be filled in by the examiner

Name of the student	**Social security number of the student**
This application applies to the following examination:	

Karlstad University has approved the request for examination adjustments within the framework of study support (in decisions regarding additional exam time, state the length of the extra time). The following adjustments are approved:

Karlstad University has rejected the request for examination adjustments within the framework of study support. The following adjustments are rejected:

Justification for the decision:

(In case of rejection, the decision must be justified)

Examiner's signature	
Print name	**Date**

Legislation

The Higher Education Ordinance Chap. 6, Sect. 18 states that course grades are decided by the examiner. This means that the examiner also makes decisions regarding the exams and assessments that form the basis for the course grades. The examiner will therefore make decisions on examination adjustments based on the relevant course syllabus' stipulations on examinations, assessment and learning outcomes.

Appeal

A decision can be appealed to the Higher Education Appeals Board (ÖNH). In your appeal, state the decision you are displeased with, all requested adjustments and your reasons for requesting them. Also state the reference number of the case. The appeal should be addressed to the Higher Education Appeals Board, but sent to the Chief Registrar, Karlstad University, 651 88 Karlstad. The appeal must reach Karlstad University within three weeks of when you were notified of the decision. In order to protect your personal data, you should not email your appeal documents.