

UOW College Hong Kong/Community College of City University
Questionnaire for Students with Special Educational Needs (SEN)

If you have special educational needs, this form is an opportunity to let the College have a better understanding of what help you may need so that we can provide appropriate assistance to facilitate your learning here.

The information collected in this form will be used by different academic units and facility centres of the College for offering of assistance to SEN students and for statistical purpose. The College Office will co-ordinate the collection of such information and make appropriate referrals to the teaching academic unit and other service. All information collected will be kept confidential and used on a need-to-know basis. Whilst there are limits to the level and amount of services which can be provided, individual academic units may contact you further to discuss the services and assistance they can offer.

After completing the form, **please return it with medical confirmation or other supporting documents to the College Office**. For special arrangement in examination and assessments, this questionnaire must reach the College Office (Telford Annex) before the end of Week 2 of Semester A/B or Summer Term, otherwise special arrangement will not be provided. Thank you for your co-operation.

Student Name: _____ Student No.: _____

Day time Telephone No.: _____ Email Address: _____

Programme/Year: _____ Programme Code: _____

1. What is the category of your SEN? (Please select the most suitable description)

- Autism (AU)
- Attention Deficit/Hyperactivity Disorder (DA)
- Hearing Impairment (HI)
- Intellectual Disability (ID)
- Mental Illness (MI)
- Physical Disability (PH)
- Specific Learning Difficulties (SL)
- Speech Impairment (SI)
- Visceral Disability/Chronic Illness (VD)
- Visual Impairment (VI)
- Others, please specify: _____

2. Do you need special assistance for travelling to the campus? If yes, how is it arranged?

3. Do you need special arrangements when attending lectures?

4. Do you need assistance or special equipment in your studies and in completing course assignments?

5. Do you envisage any activities in your study programme that you cannot attend, such as field trips, laboratory work, etc.?

6. Do you need special arrangements for examinations? (Please check the appropriate box(es))

- Taking the examinations in a separate room
- Allowing extra examination time? Please specify: _____
- Providing additional or special equipment, please specify: _____

- Allowing rest breaks? (not to be counted in examination time) Please specify: _____
- Others, please specify: _____

Signature of student

Date

FOR OFFICIAL USE ONLY

The College would make justifiable adjustments to assessment procedures to ensure that disabled persons have an equality of opportunity when undergoing assessments. Head of Divisions are required to determine such arrangements for individual SEN students and then notify the College Office. The arrangements will apply to all courses during the student's study.

Special arrangements approved for the student:

- Taking the examinations in a separate room
- Allowing extra examination time? Please specify: _____
- Providing additional or special equipment, please specify: _____

- Allowing rest breaks? (not to be counted in examination time) Please specify: _____
- Others, please specify: _____

Signature of Head of Division

Date