

D2 — REGULATIONS ON COMPENSATION FOR DISADVANTAGE IN EXAMINATIONS

Formal examination accommodation rules for students with specific needs

Item	Information
Institution	ESSAT Private Higher School of Applied Sciences and Technology of Gabès, Tunisia
Document	D2 — Regulations on Compensation for Disadvantage in Examinations
Related institutional reference	Examination Charter — Ref. GES-IMP-04
Approval authority	Mr Abdallah Zrelli, Director of ESSAT
Effective date	1 September 2024
Period of application	Continuous application until revised or withdrawn
Scope	All ESSAT students, including the National Engineering Diploma in Civil Engineering

1. Purpose

These regulations establish a formal, transparent and consistent framework for compensating disadvantages that may affect a student's ability to demonstrate the intended learning outcomes under standard examination conditions. They formalise and extend the arrangements already provided for in the ESSAT Examination Charter (GES-IMP-04), which recognises temporary and permanent specific needs and provides for one-third additional examination time, a separate examination room where appropriate, and authorised pedagogical assistance.

The purpose of an accommodation is to remove or reduce an examination-related disadvantage without lowering academic standards, changing the intended learning outcomes, or reducing the assessment criteria applicable to other students.

2. Scope and Equal Treatment

These regulations apply equally to Tunisian and international students enrolled at ESSAT. They apply to written, oral, practical, laboratory and project-related assessments where an accommodation is relevant and feasible.

Eligible situations may include:

- permanent disability;
- temporary disability;
- temporary or chronic medical condition;
- pregnancy;
- accident or temporary immobilisation;
- childcare responsibilities;
- caregiving responsibilities for a dependent person;
- another exceptional and duly justified situation that creates a demonstrable disadvantage under standard examination conditions.

3. Guiding Principles

3.1. Academic equivalence

An accommodation changes the conditions under which an assessment is taken, not the academic standard to be achieved. The learning outcomes, content requirements, marking criteria and pass requirements remain unchanged.

3.2. Individual assessment

Accommodation is determined on the basis of the student's documented functional needs and the characteristics of the assessment. It is not granted automatically solely on the basis of a diagnostic label.

3.3. Proportionality

Only measures that are necessary and reasonable to compensate the identified disadvantage are granted.

3.4. Confidentiality

Medical and personal information is treated as confidential. Teaching staff and examination invigilators receive only the information necessary to implement the approved accommodation.

3.5. Non-discrimination

Applications are considered impartially and without discrimination on the basis of nationality, disability, health status, pregnancy, family responsibilities or other protected or justified personal circumstances.

4. Available Examination Accommodations

Depending on the documented need and the type of assessment, one or more of the following measures may be authorised:

- additional examination time equal to one-third of the scheduled examination time, in accordance with the Examination Charter;
- a separate or adapted examination room;
- an adapted seat or workstation;
- authorised pedagogical assistance, including a person authorised by ESSAT to write on behalf of the student when justified;

- reasonable additional breaks, where medically or functionally required;
- use of an authorised computer or specific assistive technology;
- accessible examination materials, including enlarged print or another suitable format;
- reasonable adaptation of the organisation of an oral, practical or laboratory assessment;
- exceptional rescheduling of an assessment where an unforeseen and duly justified medical or personal situation makes attendance impossible;
- another equivalent and reasonable measure that compensates the disadvantage without reducing academic requirements.

Example: for a 90-minute written examination, one-third additional time corresponds to 30 additional minutes, resulting in a total authorised duration of 120 minutes.

5. Supporting Documentation

The application must be supported by documentation appropriate to the situation. Depending on the case, this may include:

- a medical certificate;
- a report or certificate from a medical specialist where necessary;
- a pregnancy certificate;
- an official document supporting childcare or caregiving responsibilities;
- another official document relevant to the request.

ESSAT may request additional information where the submitted documentation does not allow the functional impact or the requested accommodation to be assessed adequately. Only information necessary for the decision should be requested.

6. Application Procedure

6.1. Submission

The student submits the request to the Directorate of Studies, using the associated Examination Accommodation Application Form (D2-F1), together with the relevant supporting documentation.

6.2. Deadline

The request should normally be submitted at least 10 working days before the examination concerned. This deadline does not apply to emergencies or unforeseen situations that could not reasonably have been anticipated.

6.3. Emergency procedure

In the event of an accident, sudden medical condition, hospitalisation, pregnancy-related emergency or another unforeseeable event arising shortly before an examination, ESSAT may consider the request on an expedited basis. The student must provide the available supporting evidence as soon as reasonably possible.

7. Review and Decision-Making

The Directorate of Studies reviews the completeness and relevance of the request and may consult the Head of Department or another competent person where the characteristics of the assessment

require academic input. The decision must focus on the functional accommodation required and must avoid unnecessary disclosure of medical information.

The Directorate of Studies decides on standard accommodation requests. Complex, exceptional or disputed cases may be referred to the Director of ESSAT for validation.

The decision is communicated to the student through the Student Affairs/Registrar service and by institutional or declared e-mail. The decision specifies the approved measures, the assessments concerned and, where appropriate, the period of validity.

8. Duration of an Accommodation

For a permanent condition that is already documented and known to ESSAT, an accommodation may be authorised for the full period of study or for a defined multi-assessment period, subject to review if the student's needs or the nature of the assessment changes. ESSAT does not require the student to resubmit the same medical evidence before each examination unless an update is reasonably necessary.

For a temporary condition, pregnancy-related situation or another time-limited circumstance, the decision specifies an appropriate validity period.

9. Implementation During Examinations

The examination service implements the approved arrangements and ensures that the necessary room, timing, authorised assistance, equipment or other logistical measures are available. In accordance with GES-IMP-04, examination invigilators are informed in advance of the special examination conditions applicable to the student.

Invigilators are informed only of the operational accommodation to be applied. They are not provided with the student's diagnosis or confidential medical details unless disclosure is strictly necessary for safety or implementation and is authorised.

10. Confidentiality and Data Protection

Applications, medical documents and decisions are treated as confidential records. Access is limited to staff members who need the information to assess, approve, organise or review the accommodation. Information must not be displayed publicly or disclosed to other students.

11. Refusal or Partial Approval

If a request is refused or only partially approved, the student receives a reasoned decision. A request may be refused where the supporting evidence is insufficient, the requested measure is not necessary to compensate the documented disadvantage, or the requested measure would alter an essential learning outcome, academic standard or assessment requirement.

12. Appeal

The student may submit a written appeal to the Director of ESSAT within 10 working days of notification of the decision. The Director reviews the appeal after consultation with the Directorate of Studies and, where necessary, the Head of Department or another competent person. A reasoned response is communicated within 15 working days of receipt of the complete appeal.

13. Records and Archiving

The Directorate of Studies retains the application, supporting documents, decision, implementation record and any appeal for the duration of the student's studies and for five years after the end of studies. Access to these records remains restricted in accordance with confidentiality requirements.

14. Publication and Accessibility

These regulations are made accessible to students and relevant stakeholders through ESSAT's institutional communication channels and website. The published version does not contain personal student information.

15. Related Institutional Documents

Reference	Document / role
GES-IMP-04	Examination Charter — establishes the existing principle of special examination conditions, including one-third additional time, a separate room and authorised pedagogical assistance.
GES-IMP-05	Assignment of Examination Invigilation — supports the operational allocation of invigilators.
GES-IMP-07	Convocation for Invigilation — defines invigilation responsibilities.
GES-IMP-08	Attendance Sheet — supports examination attendance and traceability.
D2-F1	Examination Accommodation Application Form — operational form associated with these regulations.

16. Review of the Regulations

These regulations are reviewed when examination rules, student-support arrangements, legal or institutional requirements, or quality-assurance findings indicate that revision is necessary. Any substantive revision is approved by the Director of ESSAT.

17. Approval

Approved by	Mr Abdallah Zrelli — Director of ESSAT
Effective date	1 September 2024
Period of application	Continuous until revised or withdrawn
Signature	Signed by the Director
Institutional stamp	