Roadmap for activating attested exam accommodations through KU Loket

PLEASE NOTE!

You can only activate approved exam accommodations that are valid during the examination period for which you want to use accommodations. Make sure your file has been approved.

Respect the deadline! All requests forwarded after the deadline will be automatically rejected. It is important to submit your request in time so that the special needs assessor, the teacher and all services involved can organise your exam accommodations in time.

You can only request exam accommodations for the upcoming exam period.

LUCA School of Arts provides 30% more exam time for written exams as an inclusive accommodation. That means that your exam schedule already includes extra time. However, for oral, online and practical exams, it is necessary to request the accommodation.

Tip: keep your exam schedule at hand to make your application go smoothly.

Do you have questions or need help? Contact your special needs assessor.

Step 1: Activate your exam accommodations through KU Loket

Open KU Loket and go to the Registration & Requests" tab. Click on the 'Activate Accommodations' tile.

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Step 2: Home page

You will now be taken to the home page. On the left-hand side are the programmes for which you are registered this academic year. For example, if you are registered in both a Bachelor's and a Master's programme, these two programmes will be listed here. In that case, click on the programme for which you want to use accommodations. If you are only enrolled in one programme, you will also see this programme at the top of the overview page.

Are you enrolled in courses at KU Leuven? Then submit your accommodations for those exams as well via this application. Your requests will be sent to the correct contact.

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Step 3: Apply exam accommodations during an exam period

Choose for which exam period you want to apply your exam accommodations. To do so, click 'new request' for the relevant exam period.

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Step 4: Apply an exam accommodation for multiple courses

Clicking on 'new request' will open a screen. At the top left, you will find a drop down menu where you will find all your attested exam accommodations. Choose the first accommodation you want to use.

Note: You apply your accommodations one at a time for your different evaluations. This means that if you want to apply multiple accommodations, you will have to repeat steps 4 to 6 several times, until you have applied all the accommodations you needed for this exam period.

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Step 5: Indicate evaluations to use accommodations

Once you have chosen an exam accommodation from the drop down menu, the screen will display all the evaluations of your chosen exam period. Tick the box if you want to use the exam accommodation for that specific course.

LUCA School of Arts does not work with the IES. Therefore, you should always mark **'Others'** here. When you have marked 'Others', you will be required to add a **comment** to clarify for which type of permanent evaluation you want to use the accommodation. Enter the following info in the comment:

- Date of the exam
- Time of the exam (if known)
- Type of exam (online, written, oral, paper, jury, ...)
- For the following accommodation, also provide this info:
 - "Use of an exam laptop with pre-reading software/writing help": clearly indicate WHICH pre-reading software (Sprint or Kurzweil). If you do not want to use any pre-reading software, write 'no pre-reading software'.
 - "Student can take oral exams last/first in line": write whether you want to take your exam first, last or any other time.

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Step 6: Submit

Once you have indicated all the evaluations for which you want to use this accommodation, click 'Submit' at the bottom right. You will not receive an e-mail confirming that your requests have been submitted. You can check the status of your requests in the overview (see step 7).

Note: Do not forget to repeat this process (step 4 to 6) for other accommodations you want to use. If you want to use another accommodation, simply select it again from the drop-down menu at the top left after submitting.

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Step 7: Back to the home page

When you have submitted an accommodation, the evaluations you have marked will disappear and you will get a small pop-up at the bottom of your screen that your applications have been submitted.

Finished? You can return to the overview by clicking the arrow at the top left.

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You will return to the home page where you will see an overview per exam period. You can check the accommodations you have just submitted and for which evaluations you have done so. The status of each request is also shown. This can be 'submitted', 'cancelled', 'pending', 'approved' or 'rejected'. As long as the status is 'submitted', you can delete the application by clicking on the cross on the right.

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Registrations (1)	Master in Visual Arts (Brussels)
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Master in Visual Arts (Brussels)	✓ January
	Course Evaluation Exam time Location Status
	Recht op examenspreiding binnen de zittijd. (examenfaciliteit)
	K44292 E - Master's Graduate Project Other Media & Information Design Submitted
	Comment: Jury 1506/2023 Deadline master thesis:
	✓ June New request
	Course Evaluation Exam time Location Status

Step 8: processing of your request

Once your request to activate accommodations has been submitted, your submitted accommodations will be processed by your approver (for LUCA this is your special needs assessor). They will process your request and contact the teacher if necessary.

When your request is approved or rejected, you will receive an automatic e-mail on your student e-mail address. You will receive an e-mail for every combination of an accommodation and an evaluation. So if you have applied for 4 accommodations each for 5 courses, you will receive a total of 20 automatic e-mails. If your application is rejected, the e-mail will always contain an extra explanation of why your application was rejected.

Why are some exam accommodations rejected?

Sometimes it is not practically feasible to arrange an exam accommodation (e.g. a separate room or a different form of exam). It is also possible that the exam accommodation is not applicable to a particular exam. It is also important to respect application deadlines.