

# Roadmap for activating attested exam accommodations through KU Locket

## 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.

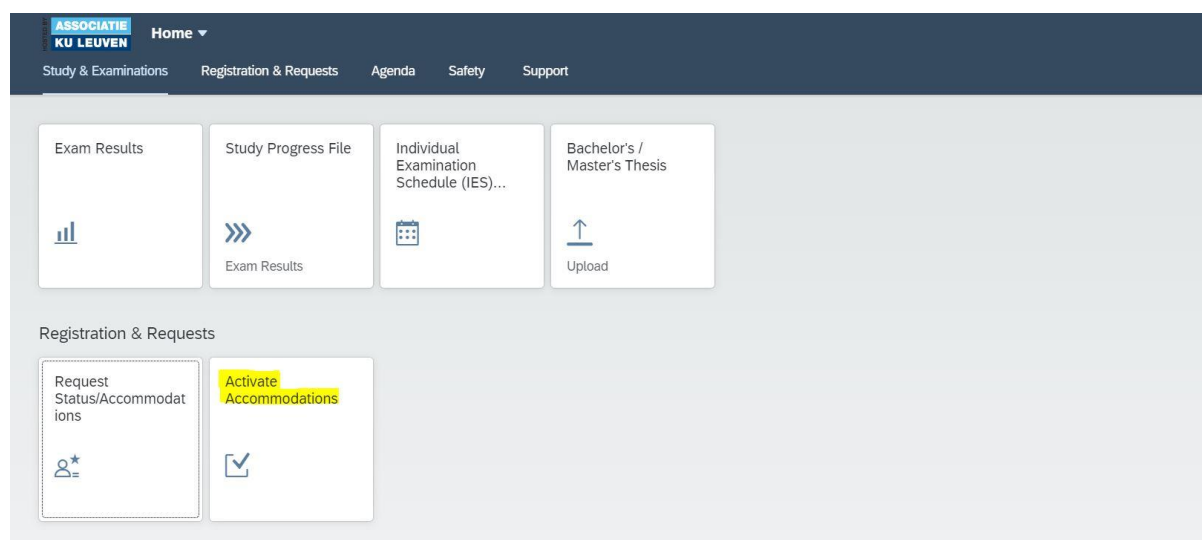
LUCA School of Arts provides 30% more exam time for written exams as an inclusive accommodation. That means that your exam schedule already includes extra time. However, for oral, online and practical exams, it is necessary to request the accommodation.

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 Locket

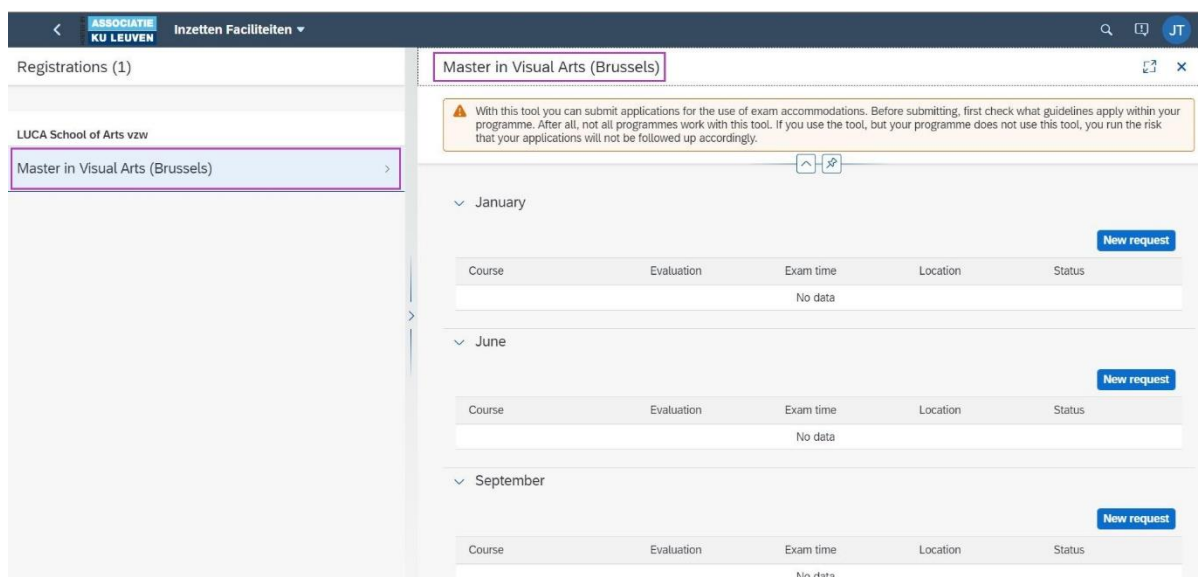
Open KU Locket and go to the "Registration & Requests" tab. Click on the 'Activate Accommodations' tile.



## 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.

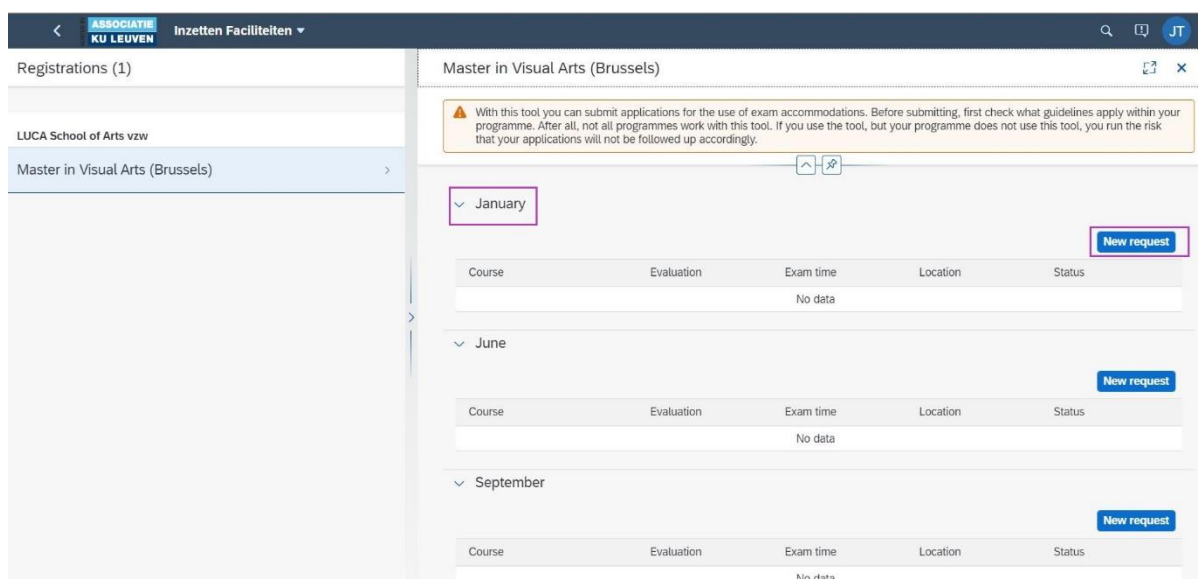
Are you enrolled in courses at KU Leuven? Then submit your accommodations for those exams as well via this application. Your requests will be sent to the correct contact.



The screenshot shows the 'Master in Visual Arts (Brussels)' page. On the left, the 'Registrations (1)' sidebar lists 'LUCA School of Arts vzw' and 'Master in Visual Arts (Brussels)'. The main content area features a warning message: 'With this tool you can submit applications for the use of exam accommodations. Before submitting, first check what guidelines apply within your programme. After all, not all programmes work with this tool. If you use the tool, but your programme does not use this tool, you run the risk that your applications will not be followed up accordingly.' Below this, there are three exam periods: January, June, and September. Each period has a 'New request' button and a table with columns for Course, Evaluation, Exam time, Location, and Status. The 'Exam time' column contains 'No data' for all periods.

## 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.



This screenshot is identical to the previous one, but with the 'January' exam period selected. The 'New request' button for January is highlighted with a red box, indicating the next step in the process.

## 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.

Use of accommodations for exam times january

First choose which exam accommodation you want to use from the list below:

Recht op examenspreiding binnen de zittijd. (examenfaciliteit)

are shown in your Individual Examination Schedule (IES), or for 'Other' evaluations. UCLL students can only use accommodations for the exam times which are shown in the IES and therefore should not use the option 'Other'. If your programme doesn't use the IES, then use 'Other' for all your applications. In the case of 'Other' evaluations, you need to specify for which paper, test or continuous assessment you wish to use this accommodation. Add the date for these 'Other' evaluations, if you already know the date. If a course has multiple evaluation times that do not appear in the IES, you can apply for the exam accommodation for all these times simultaneously in the 'Other' category. In that case, mention all the different evaluation dates in the comment section. Once you have filled in everything for this exam accommodation, submit your application via the 'Submit' button at the bottom of the page. Note that if you already submitted applications for a particular accommodation-course combination, you will no longer see these applications. If you have already submitted an application for a specific exam accommodation for each course, this accommodation will no longer be included in the list.

<input type="checkbox"/> Evaluation	Exam time	Location	Comment
No data			

Submit

## 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.

ASSOCIATE KU LEUVEN Inzetten Faciliteiten

Use of accommodations for exam times january

First choose which exam accommodation you want to use from the list below:

Recht op examenspreiding binnen de zittijd. (examenfaciliteit)

You can use this accommodation for one or more exam times as they are shown in your Individual Examination Schedule (IES), or for 'Other' evaluations. UCLL students can only use accommodations for the exam times which are shown in the IES and therefore should not use the option 'Other'. If your programme doesn't use the IES, then use 'Other' for all your applications. In the case of 'Other' evaluations, you need to specify for which paper, test or continuous assessment you wish to use this accommodation. Add the date for these 'Other' evaluations, if you already know the date. If a course has multiple evaluation times that do not appear in the IES, you can apply for the exam accommodation for all these times simultaneously in the 'Other' category. In that case, mention all the different evaluation dates in the comment section. Once you have filled in everything for this exam accommodation, submit your application via the 'Submit' button at the bottom of the page. Note that if you already submitted applications for a particular accommodation-course combination, you will no longer see these applications. If you have already submitted an application for a specific exam accommodation for each course, this accommodation will no longer be included in the list.

<input type="checkbox"/>	Evaluation	Exam time	Location	Comment
<input type="checkbox"/>	K44290 E - Master Studio Practice Media & Information Design			
<input type="checkbox"/>	Others			
<input checked="" type="checkbox"/>	K44292 E - Master's Graduate Project Media & Information Design			Jury: 15/06/2023 Deadline master thesis: 15/05/2023 - I would like an extension for my thesis.
<input type="checkbox"/>	Others			

Submit

## 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.

ASOCIATIE KU LEUVEN Inzetten Faciliteiten

Use of accommodations for exam times january

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<input type="checkbox"/>	Evaluation	Exam time	Location	Comment
<b>K44290 E - Master Studio Practice Media &amp; Information Design</b>				
<input type="checkbox"/>	Others			
<b>K44292 E - Master's Graduate Project Media &amp; Information Design</b>				
<input checked="" type="checkbox"/>	Others			Jury: 15/05/2023 Deadline master thesis: 15/05/2023 - I would like an extension for my thesis.

Submit

## 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.

ASOCIATIE KU LEUVEN Inzetten Faciliteiten

Use of accommodations for exam times january

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<input type="checkbox"/>	Evaluation	Exam time	Location	Comment
<b>K44290 E - Master Studio Practice Media &amp; Information Design</b>				
<input type="checkbox"/>	Others			

Applications submitted.

Submit

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)

LUCA School of Arts vzw

Master in Visual Arts (Brussels)

Master in Visual Arts (Brussels)

Master in Visual Arts (Brussels)

With this tool you can submit applications for the use of exam accommodations. Before submitting, first check what guidelines apply within your programme. After all, not all programmes work with this tool. If you use the tool, but your programme does not use this tool, you run the risk that your applications will not be followed up accordingly.

January

New request

Course	Evaluation	Exam time	Location	Status
Recht op examenspreiding binnen de zittijd. (examenfaciliteit)				
K44292				Submitted
E - Master's Graduate Project Media & Information Design				
Comment:				
Jury: 15/06/2023				
Deadline master thesis:				
⊗				

June

New request

Course	Evaluation	Exam time	Location	Status
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## 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.