

## Individual arrangements for entrance examinations: instructions for expert statements

In student admissions, individual arrangements refer to individually tailored practical arrangements during an entrance examination. Individual arrangements aim at the equalisation of opportunities for applicants who have an impairment, disability or illness that either is a disadvantage in the entrance examination or restricts the applicant's participation in the entrance examination in any way.

The arrangements depend on the needs of the applicant. Examples of individual arrangements are extra time for examinations and the possibility to use technical aids in the exam. The entrance examination responses of those with individual arrangements are assessed against the same criteria as those of other applicants. The applicant cannot be given, for instance, extra points in the examination due to their need for individual arrangements. Individual arrangements do not affect the contents of the entrance examination.

The application for individual arrangements must be supported by a *certificate* or *statement* that indicates the reasons for applying for individual arrangements and the types of individual arrangements recommended for the applicant.

### Contents of the expert statement

The expert statement must:

1. state the reasons for applying for individual arrangements. The statement must include any diagnoses and other reasons for the support measures requested. In addition, the statement must indicate how the impairment, disability or illness of the applicant affects their performance in the entrance examination.
2. specify the individual arrangements recommended for the applicant
3. include the personal details of the applicant
4. include the name and position of the statement issuer (profession / expert role) and their signature or a digital certificate.
5. include the date of statement issuance.

### Period of validity of the statement

The period of validity of the documents provided as evidence is decided on a case-by-case basis depending on the degree of permanence of the impairment, disability or illness. The statement should specify whether the impairment is permanent. If the impairment is not permanent, the recommendation should be made for a fixed term. The university may require for a more recent statement if the statement's period of validity or the permanence of the impairment, disability or illness has not been mentioned in the statement.

### Professional qualifications of statement issuer

The statement issuer must hold adequate professional qualifications for assessing the applicant's impairments and the related needs for individual arrangements. Below are examples of adequate professional qualifications in the most common cases.

- disability or illness: a medical certificate.
- dyslexia or dysgraphia: an assessment from a special education teacher, speech therapist, psychologist or an appropriately qualified medical practitioner (children's neurologist, neurologist or phoniatician).
- attention deficit and hyperactivity disorder (ADHD) or learning difficulty: a medical certificate or statement from a neurologist or psychologist.