

Application for Special Examination Arrangements

Important Notes for Students

1. If you require any special examination arrangement due to special educational needs (SEN), please register with the Office of Student Affairs (OSA) as early as possible at the beginning of the academic year and not later than **six weeks** prior to the start of the examination period to allow sufficient processing time for your case. Late applications may not be entertained.
2. Your requests should be supported by **documentary evidence** such as medical reports.
3. After you have registered with the OSA, the OSA will review your case and submit its recommendations (if any) via a prescribed form to the Registry, enclosing related supporting documents, for onward submission to the subject teacher(s) concerned for consideration and approval.
4. Upon receipt of relevant information from the Registry, the subject teacher(s) will discuss with you before deciding on whether and what academic adjustments and special examination arrangements should be made, taking into consideration your circumstances and the specific nature of the assessment tasks of the course(s) concerned.
5. Details of support and services for students with SEN can be found at <https://www.ln.edu.hk/osa/sen> .

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