

## M1 Individual Examination Arrangements Confirmation

### Form Guidance

1. Before completing the M1 Confirmation form, you must discuss your needs with the Disabilities and Dyslexia Service (DDS). Your DDS Adviser will complete an Individual Needs Assessment Report (INAR).
2. Check your Individual Examination Arrangements are correct on your INAR by logging into your [Evision account](#). You must notify DDS immediately if you believe there is an error with the recording of your Individual Examination arrangements.
3. Only the arrangements that have been recommended for you on the INAR can be provided. Any alterations to your exam arrangements must be discussed with the Disabilities & Dyslexia Service.
4. If you submit your M1 form after the specified deadline, the University **cannot guarantee to make Individual Examination Arrangements** for you. We will still try to make the arrangements but it may not be possible to do so especially if your requirements are of a complex nature.
5. It is **your responsibility** to confirm your Individual Examination Arrangements **prior to each examination period, including the reassessment period**.
6. You will be allocated a specific room in which to take your exam. This will be separate from the main exam room. **Do not go to the main exam room** as there will be no Individual Examination Arrangements available. Individual Examination Arrangements **will normally take place at Tower Building, Holloway Road and will usually have the same start time as the main exam**.

### Contact information

Contact your DDS Adviser to discuss changes to your Individual Examination Arrangements.

<b>Email</b>	<a href="mailto:DDS.studentservices@londonmet.ac.uk">DDS.studentservices@londonmet.ac.uk</a>
<b>Phone</b>	0207 133 2188

Contact the Assessment Office to submit your M1 Confirmation form and all other examination queries.

<b>Email</b>	<a href="mailto:IEA@londonmet.ac.uk">IEA@londonmet.ac.uk</a>
<b>Phone</b>	0207 133 4303