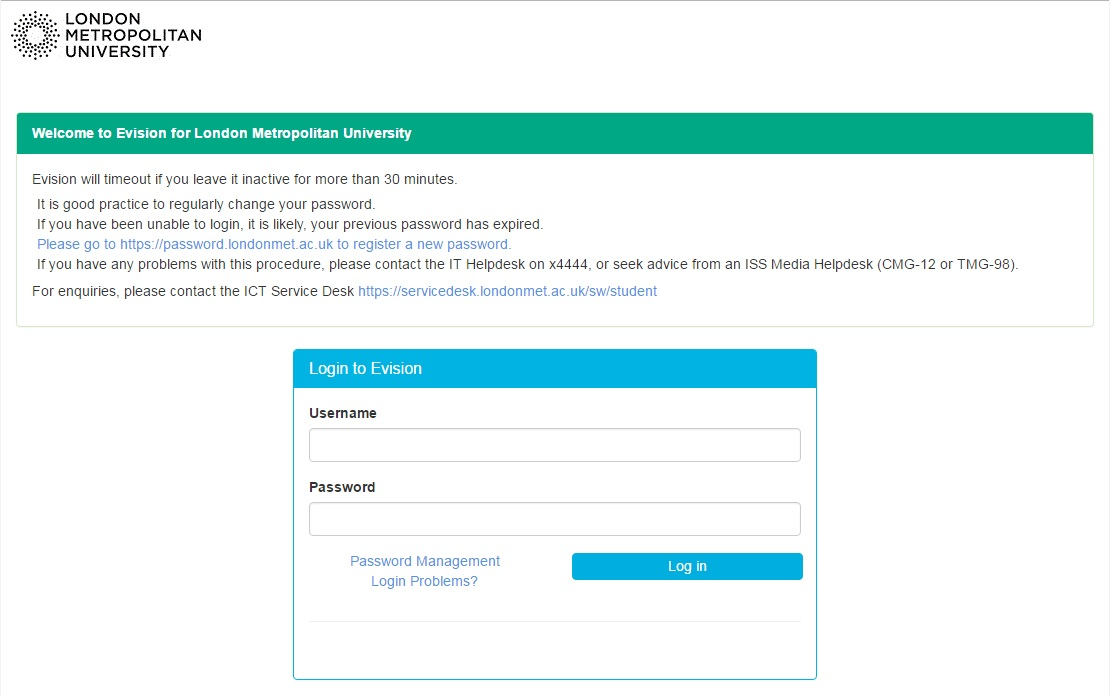
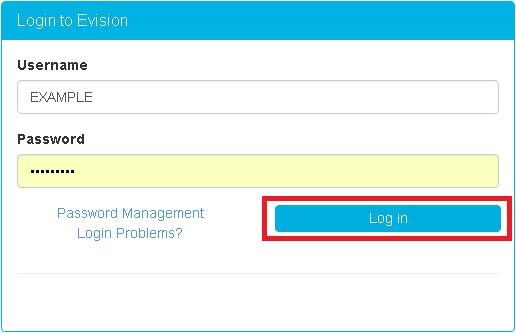
**INDIVIDUAL EXAMS REQUEST (IEA) PROCESS FOR STUDENTS**

1. Using any browser go to: evision.londonmet.ac.uk.



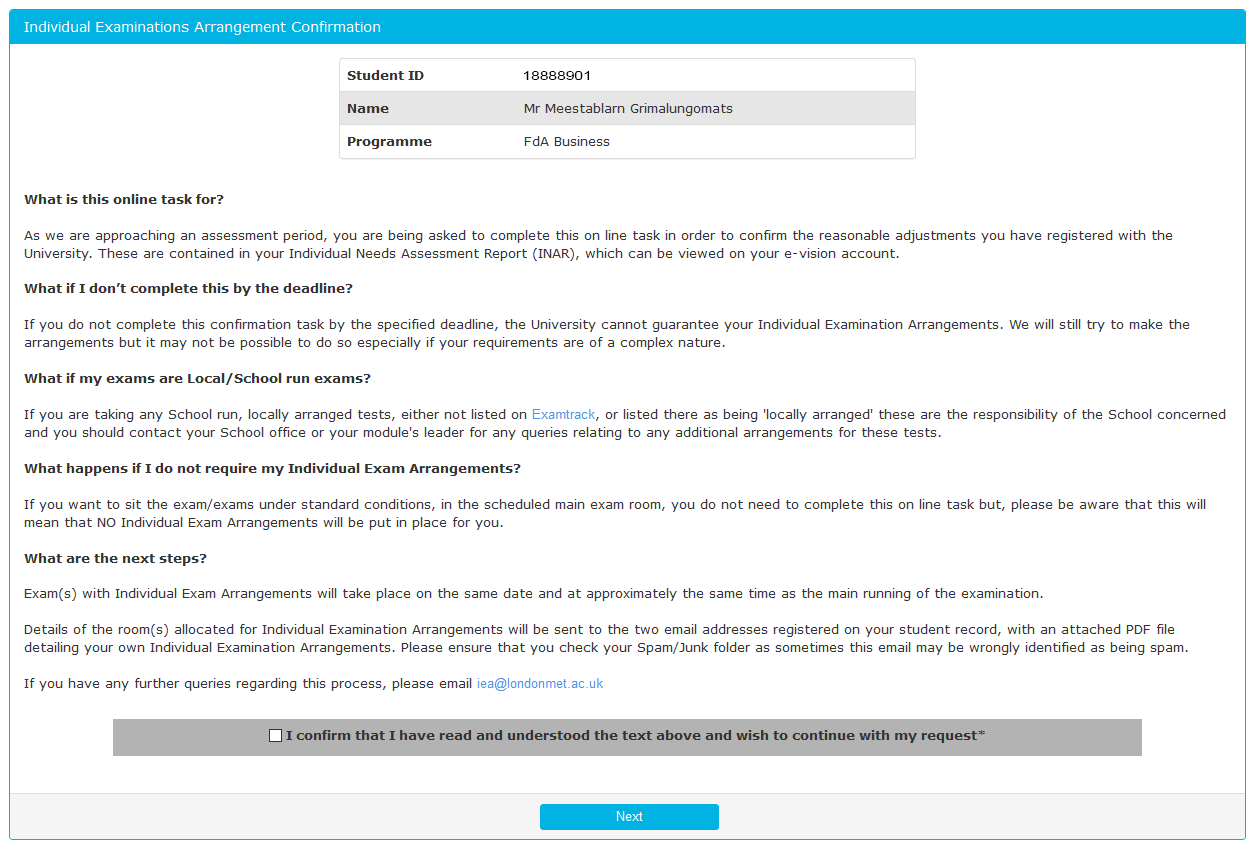
1. Enter in your username and password, this is the same as your standard username and password you use to log into your PC. Then click ‘Log in’



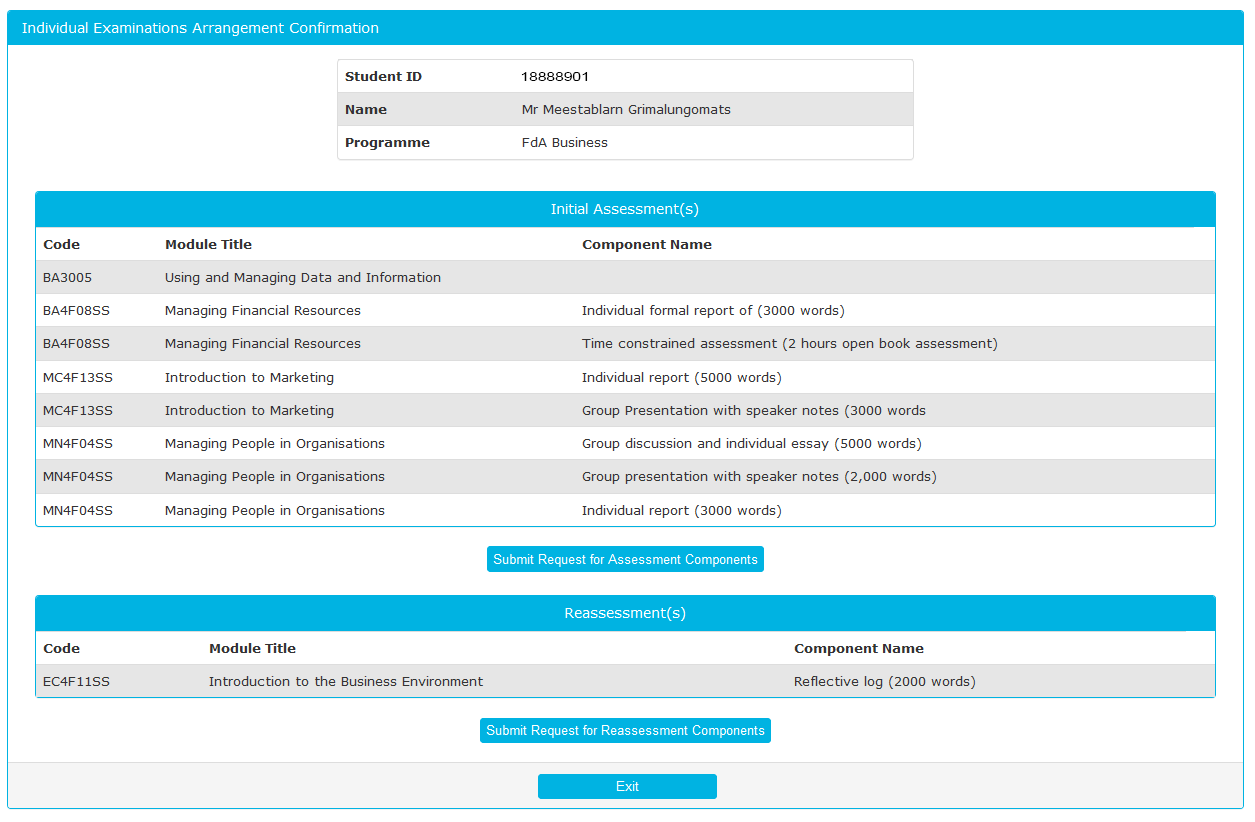
1. You will then need to click on the button below



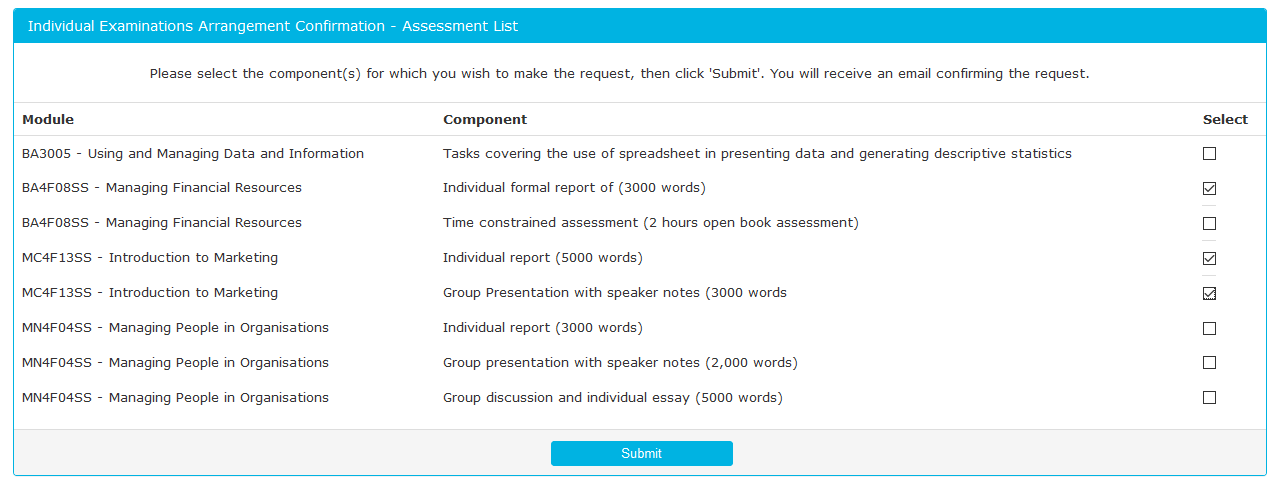
1. You will then be taken to the declaration page. Please read this through carefully and tick to confirm. Then click the next button.



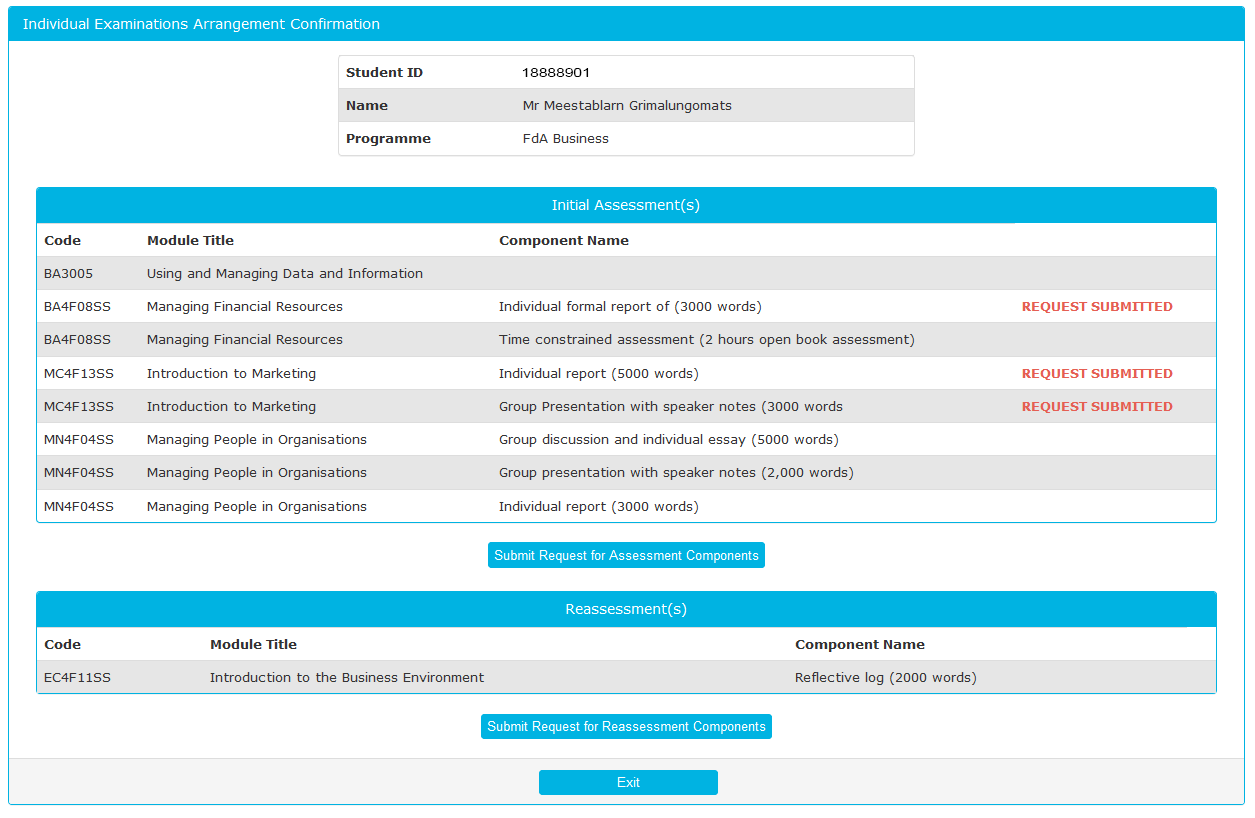
1. You will then be taken to a page which will display all your available assessments for the upcoming exams period. Click on the submit request button



1. Please then select the assessments that you wish to apply your individual exam arrangements to as shown below.



1. After this you will then see the confirmation screen which confirms which upcoming exams you have selected to have individual exam arrangements for.



1. You will also receive a confirmation email to your University email account of the request that you have submitted.

