



INFORMATION FOR INTERNATIONAL STUDENTS INTENDING TO APPLY FOR EXTRA TIME AT THE UNIVERSITY OF CAPE TOWN

Welcome to the University of Cape Town (UCT). We look forward to working with you during your time at UCT. The University is committed to working towards the creation of a discrimination free and inclusive environment which encourages disabled students full, independent and effective participation in the mainstream of UCT life. We work together with students and staff to facilitate the removal of barriers facing disabled students and staff. Some examples of our work include:

- Advocacy on disability issues
- Support in transforming attitudinal barriers that may be encouraged
- Access to inaccessible venues and designated disabled parking
- Access to lecture and study material in alternative format for people with sensory impairments
- Fully accessible transport between residences and lectures
- Accessible residential accommodation
- Resource centre: literature and material related to disability studies and disability research
- Facilitation of extra time applications and/or other accommodations around exams for students with disabilities

APPLICATIONS FOR EXTRA TIME/EXTENDED TIME IN EXAMINATIONS

At the university of Cape Town, applications for extra time in tests and examinations are submitted to a subcommittee of the Senate for approval. **Students wishing to apply for extra time, or other examination concessions, are urged to register with the Disability Service as soon after their arrival as possible.** Those who are applying on the grounds of a Specific Learning Disability make their application through Dr Bridget Johnson, Educational Psychologist, Disability Service. Where application is being made for extra time on the grounds of a physical disability or medical condition, students first register with the Disability Service and then application for extra time is made through a doctor at the Student Wellness Service. All students who qualify for extra time in examinations write their exams in smaller alternate examination venues.

PLEASE NOTE:

Only in the most exceptional cases (where students have severe or multiple impairments) will the university grant more than fifteen minutes per hour extra time. Thus, in the case of a three-hour examination a maximum of an additional 45 minutes is permitted.

DOCUMENTATION REQUIRED

Students are required to provide the accommodations letter issued by their home university. In addition, all students who apply for extra time on the basis of a Specific Learning Disability need to provide an assessment report from an appropriately qualified psychologist. In the case of international students, the assessment report presented to the Disability Service of their home

university will be accepted. Students who apply on the grounds of a physical disability or chronic illness need to provide the relevant medical documentation. NOTE THAT EXTRA TIME IS NOT GRANTED FOR MENTAL HEALTH CONDITIONS.

It is frequently the case that students who apply for a time concession also qualify for additional accommodations. In order to expedite the implementation of these accommodations, students are advised to submit the relevant documentation in advance of their departure for Cape Town. It is recommended that the documentation be scanned and emailed in advance to:

psychologist.disabilityservice@uct.ac.za

DEADLINES

Please note the following due dates for applications for Extra Time:

1. Register with the Disability Service
1st Semester: By 21 February 2025
2nd Semester: By 01 Aug 2025

Here is the link to the 2025 registration form: <https://forms.office.com/r/U4iQGm5gwh>

2. Once you have emailed your supporting documents/reports, to: psychologist.disabilityservice@uct.ac.za you will be sent a link to book an appointment with our psychologist. This appointment may take place online, but it is preferable to request an in-person appointment.

3. In the case of extra time applications, should all the required documents not be available at the time of your appointment with the psychologist, please note the following deadlines for their final submission.

- 1st Semester:** By 28 March 2025
- 2nd Semester:** By 05 September 2025

APPOINTMENTS WITH DOCTORS AT THE STUDENT WELLNESS SERVICE

If your enquiry is based on a medical condition, once you have registered with the Disability Service you need to book an appointment with a medical doctor at the Student Wellness Service. The procedure that is followed at present, i.e. 2025, is described below. This may change as campus life returns to pre-covid arrangements, in which case you will be able to make an appointment with a doctor without going through a triage nurse.

Please follow this link: SWS [Medical Appointments booking form](#).

Book an appointment with the Triage Nurse. The nurse will refer you to the doctor after the assessment.

Once you have seen a doctor please complete and email back the registration form with the referral letter from the doctor.

DISABILITY ACCOMMODATIONS AVAILABLE

Denise Oldham is the Direct Services Coordinator and arranges accommodations in addition to extra time to support a student's academic progress during the semester and also for test and exam writing. Examples of these follow:

Access to Assistive Software

JAWS, Zoomtext, Read and Write Gold Literacy Software are available.

Access to Assistive Technology and Assistive Furniture

Large screen computer monitors, Merlin Print Magnifier, FM Transmitter, Domino Pro, Induction Loop system, Standing desk/podium, kneeling chair.

Access to Human Support

Student Volunteer Support team, Sign language interpreter, Notetakers for students with hearing impairments or physical hand mobility disabilities (where needed), Readers and Scribes.

Text Conversion of Course Material into Accessible Format

Electronic, Braille, Voice recording, Print enlargement – A3 maximum,

CONTACT STAFF

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psychologist.disabilityservice@uct.ac.za

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