



Policy on Examination Arrangements for Students with Limited English Proficiency

1 Purpose

- 1.1 This policy establishes equitable assessment arrangements for students whose first language is not English. It ensures that linguistic limitations do not unfairly disadvantage students while maintaining academic standards and integrity.

2 Scope

- 2.1 This policy applies to all coursework examinations, tests, and timed assessments conducted in English at the University. It covers undergraduate and postgraduate students identified as having limited English proficiency (LEP).

3 Eligibility

- 3.1 Students from non-English-speaking backgrounds (NESB) or those who demonstrate limited English proficiency may apply for concessional arrangements, normally within their first two years of study.

4 Approved Examination Arrangements

4.1 Additional Time

- 4.1.1 Up to 10–20 minutes per examination hour may be approved to allow for additional reading and comprehension time.

4.2 Bilingual Dictionary

- 4.2.1 A paper-based English ⇌ native language translation dictionary may be used.
- 4.2.2 Dictionaries must be “clean” - free from annotations, notes, or inserts.
- 4.2.3 Dictionaries must be presented to the invigilator for inspection before the examination.
- 4.2.4 Electronic dictionaries are **not permitted**.

4.3 Flexible Examination Conditions

4.3.1 Additional reading or preparation time before writing.

4.3.2 Rest breaks or smaller, low-distraction venues if recommended by the respective faculty.

4.4 Translations

4.4.1 Exam paper may be translated into one of the languages approved by the Senate and if recommended by the Academic Review Committee (ARC) of the respective faculty.

5 Assessment Language

5.1 Examinations and assessments will normally be conducted in medium of instruction.

5.2 In exceptional cases, and with Academic Senate approval, students may respond or submit dissertations in a language other than the medium of instruction, provided that a summary in the medium of instruction is included.

6 Application and Approval Process

6.1 Students must submit a **formal request** for examination arrangements to the respective faculty at least **four (4) weeks before** the commencement of the examination period.

6.2 Applications must include tutor or programme coordinator endorsement confirming the student's language-related need.

7 Academic Integrity

7.1 Any breach of the approved conditions (e.g., annotated dictionary, unapproved materials, or electronic aids) will constitute **academic misconduct** and be subject to disciplinary procedures.

8 Support Services

8.1 Students approved under this policy will be encouraged to access ongoing academic English development support through the **Student Support** to strengthen long-term language proficiency.

Responsible Unit: Academic Affairs

Approval Authority: Academic Senate

Effective Date: 23rd November 2025