

CIT Disability Support Service registration form - Apprentices

If you are an apprentice with a learning difference, health condition or disability **and you need supports for exams/ lectures**, please fill out this form for the CIT Disability Support Service (DSS) even if you were in CIT before.

Surname _____ Course _____

First name _____ Phase/ Class _____

Home address _____ Student No. _____

_____ Date of birth _____

_____ Mobile no _____

Email _____ Home tel. no _____

Any information you give us is **confidential** and we will only use it with your consent.

Question 1:

Do you have a learning difference, health condition or disability which means you may need supports for lectures or examinations?

Yes No

Please give details:

For example:

- Specific learning differences – dyslexia / Dyspraxia (DCD) / Aspergers / ADHD
- Physical disability - arthritis
- Medical or health condition – epilepsy, diabetes, asthma, M.E., mental health
- Sensory – blind or vision impairment, deaf or hard of hearing

Question 2:

What supports do you need for your lectures or your examinations? (such as study support, extra time, separate/smaller room, reader and/or scribe)

**The final closing date to register for exam supports for SOLAS exams is:
Friday 10th February 2017**

You **must** give this form and a copy of documents that has evidence of your learning difference, health condition or disability to the CIT DSS in order to fully register for any supports (please see over the page).

DSS information for SOLAS Apprentices

January – March 2017

If you need exam supports for your SOLAS exams or support for studying, you must register with the CIT Disability Support Service (DSS).

- The DSS need to get this form and a copy of your supporting documents for you to register fully for supports, e.g. an educational psychologist's report for dyslexia (not a GP letter) or a State Examination Commissions letter, or a consultant's letter for a health condition/disability. Email dss@cit.ie for any queries.
- You can drop this form and documents into the Access Service office (where the DSS staff are based), ground floor of the CIT Student Centre (beside the Bistro) in Bishopstown (open 8.30 - 16.30). You should do this as early as possible.

Exam supports information:

The closing date to register (including documents) for exam supports such as a reader, scribe, extra time, or separate room for SOLAS exams is:

Friday 10th February 2017

If you register or ask for exam supports after this date, the Exams Office will not be able to arrange these for you.

- The DSS will use your documents to confirm what exam supports you are entitled to with both you and the CIT Exams Office. The Exams Office will then contact you a few weeks before the exams start with the details of your exam arrangements.
- If you got extra time, reader, scribe or separate room in your SOLAS/ FÁS apprentice exams at CIT in the past and would like this again for your **repeat / Phase 6 exams** please send this form to the DSS by the date above. You do not need to give us another copy of your documents again.

Contact details for queries:

Laura O'Rourke / Ruth Murphy Disability Support Service (DSS) based in the Access Service, CIT Student Centre	Telephone: 021 433 5107 / 5137 Email: dss@cit.ie
Mary O'Sullivan / Agnes Looney Disability Administrator – Exam Supports CIT Exams Office, Melbourn Building	Telephone: 021 433 5090 / 5049 Email: examsmgt@cit.ie
Carmel O'Regan general Apprentice queries CIT Exams Office, Melbourn Building	Telephone: 021 433 5048 Email: apprentices@cit.ie