

GUIDE FOR UNIVERSITY LECTURERS

USE OF LAPTOPS IN EXAMS



The Technical Adaptations Report (available on the Virtual Classroom) specifies whether the laptop will be provided by the faculty or by UVdisability.

IMPORTANT

Students may not use their own laptop unless all students are permitted to do so.

All laptops used in exams, whether provided by the faculty/school or by UVdisability, must:

- Be free of stored content.
- Have USB ports disabled.
- Have spell-checking disabled.
- Have no internet access.

IF THE LAPTOP IS PROVIDED BY THE FACULTY

1. Ask the student if they will be sitting the exam and whether they have requested a laptop from the faculty. If they have not done so, remind them that they must request it in order to receive this support.
2. If the laptop has been requested, contact the faculty* to coordinate its delivery and collection.
3. Bring a USB drive on the day of the exam to save the student's answers.

*The list of faculty email addresses can be found on the next page of this infographic.



IF THE LAPTOP IS PROVIDED BY UVDISABILITY

1. Confirm that the student will sit the exam and has requested a laptop from UVdisability. If not, remind them to do so, otherwise they will not receive the support.
2. Contact upd@uv.es to coordinate the support.
3. Ensure the exam is accessible. For assistance, or if you would like UVdisability to adapt the exam, contact upd@uv.es at least one week in advance.
4. Bring a USB drive to save the student's answers. UVdisability will provide the laptop.



List of reference emails by faculty

BLASCO IBÁÑEZ CAMPUS

Faculty of Philosophy and
Educational Sciences:
conserjefilo@uv.es;

Faculty of Philology, Translation
and Communication:
ffticpc@uv.es;

Faculty of Geography and History:
discagh@uv.es;

Faculty of Medicine and Dentistry:
miodiscapacita@uv.es;

Faculty of Psychology and Speech
Therapy:
prestecpsic@uv.es;

Faculty of Nursing and Podiatry:
fipdiscapacita@uv.es;

Faculty of Physiotherapy:
fac.fisioterapia@uv.es;

Faculty of Physical Activity and Sport
Sciences:
fcafedisca@uv.es;

BURJASSOT CAMPUS

School of Engineering (ETSE):
etseconserg@uv.es;

Faculty of Mathematical Sciences:
discapmates@uv.es;

Faculty of Chemistry:
fqdiscapacitat@uv.es;

Faculty of Biological Sciences:
If classes are held at the Faculty:
bioadmi@uv.es

If classes are held at the Interfaculty
Lecture Hall: bioadmi@uv.es
and unicabu@uv.es;

Faculty of Physics:
fac.fisiques@uv.es;

Faculty of Pharmacy and Food
Sciences:
fac.farmacia@uv.es

TARONGERS CAMPUS

Faculty of Teacher Training:
suportforprof@uv.es;

Faculty of Social Sciences:
consersoc@uv.es;

Faculty of Economics:
apoyoexamenfde@uv.es;

Faculty of Law:
exadapttret@uv.es;

ONTINYENT CAMPUS

Faculty of Physical Activity and Sport
Sciences:

Please send the request to:
Lucía Gil Sanchiz:
lucia.gil@uv.es;
Ma Pilar Beltrán Sanz:
Pilar.Beltran@uv.es;