

Learning & Assessment Arrangements in Examinations

Students with disabilities/ongoing health conditions

The rationale for assessment arrangements:

It is university policy to provide Learning & Assessment Arrangements which will eliminate or minimise the impact of your disability or health condition. The aim of the arrangements are to allow you to demonstrate the extent to which you have achieved the objectives of your subjects and the requirements of your course. For information about UTS equity policies and the Access and Inclusion Plan: www.uts.edu.au/about/equity-and-diversity/accessibility-and-inclusion

The Academic Liaison Officers (ALOs) are responsible for negotiating and approving assessment arrangements on behalf of your faculty. If you are not satisfied with the ALO's decision about Learning & Assessment Arrangements you can appeal to your Responsible Academic Officer / Associate Dean. You can ask the Accessibility Service for advice on appealing.

Students who do not have examinations but need assessment arrangements should consult with an Accessibility Consultant in the Accessibility Service.

For details of the University's support services and facilities related to students with disabilities and health conditions go to www.accessibility.uts.edu.au

For the purpose of this application 'examination' includes quizzes; tests; online and computer based exams; timed assessment supervised and unsupervised. This application is not used to determine pro rata additional time for take home exams. Requests for additional time for take home exams can be made following the same process for extension requests.

Note: Special Consideration:

Please note that Special Consideration in Assessments is a separate process from Learning & Assessment Arrangements. Any student who experiences illness, misadventure or other extenuating circumstances which affect assessments, including examinations can apply for Special Consideration. It may be appropriate to lodge a Special Consideration form in addition to Learning & Assessment Arrangements.

This can be discussed with your Accessibility Consultant in the Accessibility Service. Further information and application for the Special Consideration form are available online at www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special

Cut-off dates*:

Faculty-based Exams – please make your applications by the Census date or at least two weeks prior to the exam date.

Centrally-conducted Exams – please make your applications by the Census date. Closing dates and information about late applications is listed at: www.sau.uts.edu.au/assessment/exams/dates.html

*If you have missed the cut off date for your Learning and Assessment Arrangement Application or your disability or health condition has occurred after this date, please contact the Accessibility Service for advice on available options. Phone: 9514 1177 or Email: Accessibility@uts.edu.au

Learning & Assessment Arrangements in Examinations

Students with disabilities/ongoing health conditions

Information for students applying for learning & assessment arrangements in examinations because of the impact of a disability or ongoing health conditions.

Approval

Steps in the approval process:

1. Contact Accessibility staff in Student Services Unit to discuss UTS procedures and services in relation to students with disabilities, including Assessment Arrangements. Phone: 9514 1177 or Email: accessibility@uts.edu.au for an appointment with an Accessibility Consultant (AC). The AC will recommend Learning and Assessment Arrangements to your Academic Liaison Officer (ALO).
2. Accessibility will refer your application to your Academic Liaison Officer (ALO) in your Faculty. The ALO decides on the approval of your Learning and Assessment Arrangements. If you are enrolled in a combined degree you will have two ALOs, one for each Faculty. The current list of ALOs is listed www.uts.edu.au/alo-list
3. If your exam provisions are permanent, your arrangements will be approved for the duration of your course. There is no need to complete another Learning & Assessment form. However, you will need to request your exam provisions to be implemented each session for any Faculty-based exams (see below for details).
4. If your disability is temporary, you need to apply for Learning & Assessment Arrangements each session or timeframe agreed on your previous application. If your disability is episodic in its impact on your performance, it may be best to apply for permanent provisions. If you are unclear, seek advice from your Accessibility Consultant in the Accessibility Service.

Implementation

Faculty-based exams:

5. Faculty-based exams are conducted by your Faculty Subject Coordinators, Lecturers or Tutors. If you need Learning & Assessment Arrangements for Faculty-based exams you need to make a request each session, via your Accessibility Consultant (AC).
6. The AC will advise Subject Coordinators about the arrangements they need to make. Check with your lecturers or tutors conducting your exam before the exam is scheduled to ensure they are aware of the arrangements authorised by your AC.
To ensure lecturers are advised about your assessment arrangements, inform your AC each session by the census date or two weeks prior to the exam for the teaching period about subjects with Faculty-based exams.
Confirm with your lecturers or tutors at least one week before any faculty-based exam to ensure they confirm the details of your arrangements.

Centrally-conducted exams:

7. Centrally-conducted exams are conducted by Student Administration Unit (SAU): Examinations. Your approved exam provisions will be implemented for any centrally-conducted examinations. Details will be available via My Student Admin: onestopadmin.uts.edu.au/eStudent/login.aspx

Application for Learning & Assessment Arrangements in Examinations

Students with disabilities/ongoing health conditions

Academic Liaison Officer (Name) _____ Faculty _____

Academic Liaison Officer (Name) _____ Faculty _____

Current semester: Autumn Spring Summer Year _____

Student details

Student ID _____ Family Name _____ Given Name _____

Course (incl. code) _____

Exam Provision requirements*

For the purpose of this application, examination includes quizzes; tests; online and computer based; timed assessment supervised and unsupervised.

I am requesting:

Permanent exam provisions:

Permanent applications are valid for the duration of the course. Requests for approved exam conditions to be implemented for all faculty-based exams must be made to the AC each session, using the Faculty-Based Exam Application.

Temporary exam provisions:

Exam provisions will expire at the end of session:

Student has existing permanent exam conditions. Yes No

Temporary applications are valid for the session/s specified and a new application needs to be made prior to the census date for any additional sessions.

Requested provisions

* Please see definitions of exam provisions listed at the end of this application.

Changes to Examinations Scheduling

Extra time:	One exam per calendar day	Hours between exams:
No early morning exam (start time from 10am)		No morning exams (start time from 12 midday)
No afternoon exams (start time prior to 12 midday)		No evening exams (start time prior to 4pm)

Note: Duration of examinations may run over 2 hours, plus approved extra time and this needs to be considered when choosing time slots.

Centrally conducted exams: Extra time is calculated on a whole hour basis.

Faculty-based exams: Extra time is calculated on a pro-rata basis unless otherwise approved by the ALO.

Room and group requirements

Support and equipment

Scribe _____

Reader _____

UTS laptop _____

Ergonomic chair without arms Ergonomic chair with arms Lamp

Support and equipment provisions will be provided for all centrally conducted exams regardless of the exam format.

Requested provisions continued

Additional support

Water/food/medications	Frequent bathroom breaks	Move around/stretch
Exam located close to bathroom	Exam located close to accessible bathroom	Breaks during exams outside exam room

Alternative formats and assistive technology

Font size:	Font style:	Paper size:	Exam paper	Exam booklets
Enlarged answer booklet		Unable to access multiple choice answer sheets		
Paper in accessible PDF (text PDF not image)				
Dragon	Jaws	Zoomtext	Kurzweil	Read and Write Gold
Other assistive technology: _____				Note: Ensure laptop has been requested

Information to Exam Supervisor

Vision	Wheelchair	Epilepsy	Diabetes	Panic attacks	Mobility	Hearing
Other (please list):						

Other requested provision/s – Please specify:

Rescheduling to Alternative exam week

Late Application requiring automatic rescheduling of centrally-conducted exams to the Alternative Exam week

Application after deadline

If you have made this application after the deadline www.uts.edu.au/current-students/managing-your-course/important-dates/centrally-conducted-exams-dates-and-timetables your centrally-conducted exams for the current session will be rescheduled to the Alternative Exam Week: www.uts.edu.au/current-students/managing-your-course/important-dates/centrally-conducted-exams-dates-and-timetables

If your application covers future teaching sessions, your exam will be scheduled during the main examination period (Final Assessment Period) for future teaching sessions.

Request to reschedule exam/s to the Alternative Exam Week

I am requesting to reschedule the following exams to the Alternative Exam Week: www.uts.edu.au/current-students/managing-your-course/important-dates/centrally-conducted-exams-dates-and-timetables

Subject number, title and Subject Coordinator

Information about Exams rescheduled to the Alternative Exam Week:

- > You will be advised of your exam rescheduling details the week prior to the Alternative Exam Week, via My Student Admin (MSA): onestopadmin.uts.edu.au/eStudent/login.aspx
- > You need to be available to sit your exams on all days of the Alternative Exam Period
- > You will sit the Alternative Exam paper
- > If an application is to reschedule examinations to the Alternative Exams week, without any request for exam provisions, the application does not require signed ALO approval.

Implementation of Centrally-conducted exam provisions

Centrally-conducted exams are conducted by Student Administration Unit (SAU): Examinations and Assessments

- > All approved provisions will be provided for centrally conducted exams, regardless of the scheduled duration or format of the exam.
- > All students with approved exam conditions will have their exams rescheduled to either 10am or 2:30pm, usually on the same date as the timetabled exam.
- > All students with approved exam provisions will sit the rescheduled exam paper. For most subjects, the rescheduled exam paper will contain the same format and topics as the main exam paper. If different content or topics will be contained in the rescheduled paper, this will be communicated by or can be checked with your Subject Coordinator.
- > You cannot forego your exam provisions and join the main cohort exam sitting as you will not have an allocated seat number.
- > Your exam details, including rescheduled times and dates are made available via My Student Admin:
onestopadmin.uts.edu.au/estudent/Login.aspx
- > You will also be advised of any changes to your exam details via My Student Admin.

Implementation of Faculty-based exam provisions

Faculty-conducted exams are conducted by your Faculty Subject Coordinators, Lecturers or Tutors.

- > If you need Learning & Assessment Arrangements (exam provisions) for Faculty-conducted exams you need to make a request to initiate the implementation of your approved exam provisions each session.
- > Please see the information and instructions on pages 1-2 of this application for further details about exam provisions for faculty-based exams.

Definition / details of Exam Provisions:

Alternative Format: The exam paper will be modified according to the following specifications.

Assistive technology: The following software will be available on computer for students use during exam

Breaks during exam outside exam room: Can leave the exam room to the corridor outside where supervision will continue. Exam time continues during this break.

Breaks during exams: Administer your own breaks / rest time during the exam at your desk. Taken within the approved amount of extra time. Exam time continues during this break

Colour paper: will be provided as requested.

Ergonomic chair with arms: Standard ergonomic chair with armrests attached

Ergonomic chair without arms: Standard ergonomic chair without armrests attached

Exam located close to bathroom / accessible bathroom: Exam is located on the same floor as a bathroom. No stairs are between the exam room and accessible bathroom.

Extra time: This amount of time is added to the scheduled exam duration on a whole hour basis for centrally-conducted examinations and a pro-rata basis for faculty-based exams, quizzes and tests.

Frequent bathroom breaks: Exam time continues during this break.

Hours between exams: Amount of time between exams calculated from the start time of exams. Eg. 9am exam today and 9am exam tomorrow meets request for 24 hours between exams

Lamp: Requirements specific to individual student and supplied by the Accessibility Service

Move around / stretch: Student may walk and stretch at the back of the exam room. Best to be seated at the back of the exam room.

No early morning exams: Exams will have a start time from 10am

No morning exams: Exams will have a start time from 12 midday

No afternoon exams: Exams will have a start time prior to 12pm

No evening exams: Exams will have a start time prior to 4pm

One exam per calendar: Only one exam will be scheduled on the same date.

Pro-rata exam time: The pro-rata exam time for faculty-based exams is based on calculating the approved exam time in accordance with the scheduled duration of the exam / test. The ALO may approve additional amounts of extra time, for specific exams / tests depending on the situation.

Reader: A trained reader reads for the student.

Scribe: A trained scribe writes for the student.

Separate room: Only one student is completing their exam in this room Separate room (reviewed each session / year): only one student is completing their exam in this room. This condition requires approval each session / year and further documentation may be required.

Small group supervision: There will be no more than 15 students in the exam room.

UTS laptop: PC computer provided for student to type their answers (internet not permitted). External keyboard and mouse is provided.

Water/food/medication: Student can bring own water, snack foods and medication. Food must not be in noisy packaging or have strong aromas.

Students with disabilities/ongoing health conditions

By signing this application, I agree that the requested exam provisions are accurate and give consent for the information provided in this application to be shared with Student Administration Unit Examinations and Assessment, Academic Liaison Officer/s and Faculty academic and administration staff, for the purpose implementing my exam provisions.

Student Name (Please print): _____

Student Signature: _____ Date: _____

Accessibility Consultant Name: _____

Accessibility Consultant Signature: _____ Date: _____

ALO Use only

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|-----------------------|--|
| Approved | If approval is given for assessment arrangements in centrally-conducted or faculty-conducted examinations please send one copy of this to: Student administration Unit (SAU): Examinations and Assessment, via special.conditions@uts.edu.au and; Student Services Unit (SSU): Accessibility Administrator, via accessibility@uts.edu.au |
| Not approved | If approval is not granted or further negotiation is needed, please contact the referring Accessibility Consultant to advise/discuss. |
| Approval not required | ALO signed approval not required (for rescheduling of examinations to Alternative exam period, without request for exam provisions). Accessibility to copy ALO and send application to SAU Examinations and Assessment. Any queries or concerns from the ALO should be sent to the referring Accessibility Consultant prior to the LAAF closing date. |

ALO (Please print name): _____

ALO Signature: _____ Date: _____

Distribution of this form

ORIGINAL must be kept on file by ALO

ALO send copies to:

Accessibility Service – email accessibility@uts.edu.au

SAU Examinations and Assessments –
special.conditions@uts.edu.au