

Information for Academic Staff responsible for running school tests and exams

Exam adjustments are provided for students with a health/medical condition, disability or who provide significant carer responsibilities. Exam adjustments are recommended by the Disability Advisor reflecting information provided by an appropriate professional practitioner. Examples of exam adjustments can be seen in Appendix 1.

The University and the individual staff member concerned must provide any reasonable adjustments to be compliant with the [Disability Standards for Education \(2005\)](#), which are delegated legislation and have the same status as the [Disability Discrimination Act \(1992\)](#).

Factors to consider:

- Assume from the outset that you will need to provide exam adjustments in school exams and tests.
- Check your class lists frequently for students with EIPs. Care should be taken not to draw attention to a student with a disability when providing an exam adjustment as this undermines confidentiality.
- Make a general announcement at the commencement of semester requesting that students who have EIPs or who are awaiting EIP finalisation to see you privately.
- Remind all students in advance of upcoming school exams/tests. It is conceivable that you could have several students in the same exam/test, each requiring different types of adjustment.
- Allow adequate time for planning.
- School tests are usually held during regular class times during the semester, when all rooms have high usage rates. For School tests it may be necessary to find a separate room for students who require extra time. The room needs to be accessible, comfortable, quiet (or at least as quiet as the venue where the other students are taking the exam) and free of interruptions. Additionally, the room must meet any other adjustments specified for that student (e.g. natural light).
- Consult your local Disability Advisor for clarification if necessary.

Equipment

The following items may be recommended as exam adjustments on an EIP and are the responsibility of Academic Staff to arrange (except when the item is to be provided by the student).

- PC including the provision of a USB stick
- PC loaded with specialist software (Read and Write gold, Dragon Dictate and Jaws). A small number of suitable computers may be available in campus libraries. Some campus computers are loaded with assistive software and can be found in a separate room in the library.
- Microphone worn by the supervisor so hearing-impaired students can hear all instructions through the Hearing Loop, in a room that supports this system
- Reading/writing ergonomic portable desk slope
- Ergonomic chair – adjustable height and angles, with/without arms
- Padded chair, with arms
- Height adjustable table
- Standard table (for when students need a table instead of the writing tablet attached to chairs in a lecture theatre)

- Non-standard table (for when exam adjustments require large printed (A3) sheets)

Note: Students should not be permitted to complete their exams on their own computer, to ensure exam integrity. Academic staff are responsible for ensuring that the student does not have access to unauthorised resources.

Alternative formats

Academic Staff are responsible for the provision of the exam/test in the specified alternative format. Academic staff must follow the details of the recommended adjustment in the student's EIP. If in doubt, consult the Disability Advisor as to how the alternative format might be provided and the lead time required.

Personal equipment

Several items listed above that may be needed as adjustments may be provided by the student concerned. Where this is the case, this will be indicated as "provided by the student" on the EIP.

Supervision

When a supervisor/reader/scribe is in a separate room from the one where you are supervising the exam/test:

- Provide the supervisor/reader/scribe with a written summary of any extra time adjustments for the student concerned and in particular clarify the start and finish time
- Set in place contact arrangements between yourself and the supervisor/reader/scribe so that they can quickly contact you during the exam/test e.g. if the student has a question, or if the student becomes ill

You should also instruct supervisors that they must not:

- Draw attention to the student with a disability while providing the exam adjustment
- Ask the student anything about the nature of their disability
- Hover over the student

Employment of specialised staff e.g. supervisor, scribe, reader or signing interpreter

A member of your School's administrative staff may have been trained in these functions. Your Head of School can arrange for the Disability Advisor to provide this training if sufficient notice is given. Contact your Course Coordinator or Head of School for details. Alternatively, your School may already have employed, on a contingency basis, one or more casual staff for this purpose. Check with your Course Coordinator or HoS.

If you need to employ a scribe, make every effort to employ someone familiar with the terminology of the unit concerned. A graduate student might be suitable, so long as you arrange for the necessary training.

Examination and Results may be able to provide you with names and contact details of potential scribes and/or supervisors, however, it is not their responsibility to find alternatives if the people they suggest are unavailable.

If you need to employ a signing interpreter, contact your local Disability Advisor. The Disability Resource Officer (x3382) will book an interpreter on the relevant campus at the required time. Virtual Remote Interpreters (VRI) are also available through the same process.

Assigning costs for adjustments for school tests and exams

The costs of any exam adjustments for school exams and tests are met by the School concerned. This includes the cost of any additional staffing required.

Appendix 1

Below are examples of adjustments that may be seen on an EIP:

Extra working time

- Extra working time includes extra time for both reading and writing and is added on at the end of the normal working time.
- How much of the extra time the student uses for reading, and how much for writing, is at the student's discretion

Rest breaks

- Rest breaks are taken within the normal working time at the student's discretion
- Rest breaks may be taken at any time during the exam, as determined by the student.

Furniture

- Ergonomic chair with/without arms
- No tablet seats table
- Height adjustable table
- Oversize table

Equipment

- PC
- FM receiver with microphone worn by supervisor
- Back support/cushion
- Magnifying glass/visual
- Bookstand/holder
- Reading/Writing ergonomic portable desk slope
- Standing desk

Supervision

- May require rest breaks taken as supervised absences from exam room
- May require frequent supervised visits to the toilet which count as rest breaks
- 15 minutes preparation time with scribe prior to the exam
- Permission to adjust posture/stretch/stand/walk around as necessary
- Private personal care assistant will accompany student
- RSPO

Venue

- PC
- Listening room
- Separate room

Venue Detail

- Max of 10 students in exam room
- Close to a toilet
- Well lit
- Seat at front
- Seat close to an exit
- Seat at rear
- Natural lighting only
- Special adjustment Scheduling (e.g. Exams to be scheduled in the AM)

Exam Format

- Specified font
- Specified font size
- Enlarged to A3
- Specific colour paper
- Specified paper colour (the DA will specify the details)
- Exam to be provided on a USB stick by the LIC

Exam Materials

- Food
- Drink
- Medication
- Blood Monitoring Equipment
- By special permission from LIC

Exam Software

- JAWS
- TapTapSee
- ZoomText
- Natural Reader
- Dragon Naturally Speaking
- Read and Write Gold
- Other

Exam Personal Assistance

- Reader
- Scribe
- Assistance not needed for multiple choice
- Student may write part of the exam at their own discretion
- School will engage a scribe familiar with the subject matter and inform E&R
- Signing Interpreter
- Support Worker

Exam Response Formats

- Student answers questions on PC, save on USB and print a hard copy consigned by student and supervisor
- Student to answer on a specified colour answer booklet provided by LIC

Additional Comments

- Scheduling of exams (e.g. exam to commence after 12pm)
- Disregard spelling/grammatical errors where it does not impact learning outcomes