Information for Heads of Schools regarding the delivery of school tests and exams

In order to comply with the [Assessment Policy and Procedures](#), the HOS should ensure:

- That the procedures for delivery of school tests and exams are covered in the induction of new staff of the School, and
- That all relevant staff are familiar with the procedures and with these guidelines.

Under DESE's Additional Support for Students with Disabilities (ASSD) program, HOSs should:

- Ensure that all relevant costs are tracked against individual identified students. All relevant staff should be made aware of the School's procedure for tracking such costs. Disability Services submit an annual claim on behalf of ACU to DESE for reimbursement where an individual student accumulates disability related costs over $10,000.
- **Provide details of costs to the Disability Resource Officer (phone 3382), preferably via Excel spreadsheet, by the last working day each November.**

To facilitate the delivery of exam adjustments in school exams and tests, the HOS can:

- Consider training one or more staff as supervisors and/or scribes and/or readers as provision of an untrained reader or scribe may disadvantage the student. Disability Advisors can provide this training. Contact the Manager, Disability Service to make arrangements.
- Clarify the circumstances in which a member of the School's staff can be made available for supervising/scribing/reading and ensure that CCs and LICs are informed of these circumstances.
- Consider developing a register of potential supervisors, scribes and readers.
- Students may have an adjustment to use a PC and/or specialist software (such as a screen reader or voice recognition software). The LIC may need to borrow a PC from the library or book an assistive technology room (located in the library) that contains a PC with the appropriate software loaded. Establish a protocol for ensuring that, prior to their use in a school exam or test, such computers do not provide access to unauthorised resources (e.g. the internet or documents).
- Ensure that a supply of USB sticks are readily available to lecturers conducting school exams and tests. Students who complete their exam/test on a PC must be provided with a USB stick for their exam responses. The School is responsible for its supply.
- Consider developing a register of suitable extra rooms.