

IMPLEMENTATION PLAN

TASC SPECIAL PROVISIONS PROJECT

TASC and schools share responsibilities and obligations under the Disability Discrimination Act 1992 and Disability Standards for Education 2005 to make reasonable adjustments to enable students, eligible on the grounds of disability, to participate in programs and associated assessments, on the same basis as other students.

TASC is committed to ensuring a contemporary, fair and equitable process for eligible senior secondary students.

IMPLEMENTATION SCHEDULE

RECOMMENDATIONS	HOW	WHEN
<p>RECOMMENDATION 1</p> <p>The Office of TASC should develop a formal policy on the purpose, nature and scope of arrangements for examinations for students with disabilities to ensure that all students are able to demonstrate what they know, understand and can do in relation to the learning outcomes of TASC accredited courses.</p> <p>Recommendation 1 is accepted, noting that language in the policy will focus on students requiring reasonable adjustments rather than students with disabilities.</p>	<p>TASC has developed a policy, formalising the Reasonable Adjustments process. This policy articulates the policy principles, eligibility and responsibilities for all stakeholders.</p> <p><u>TASC Reasonable Adjustments Policy</u></p>	<p>Published March 2020 - reviewed January 2021</p>
<p>RECOMMENDATION 2</p> <p>The Office of TASC should adopt more inclusive and positive language to describe the arrangements provided for students with disabilities to undertake TCE examinations.</p> <p>Recommendation 2 is accepted, noting that this recommendation builds on work already underway in liaison with other Australian jurisdictions to achieve a consistent and inclusive strengths based approach to the provision of reasonable adjustments.</p>	<p>TASC has adopted more inclusive and positive language through changing the name of the support mechanism from special provisions to reasonable adjustments.</p>	<p>January 2020</p>
<p>RECOMMENDATION 3</p> <p>The Office of TASC should introduce an early application process for students with ongoing disabilities and evidence of successful support for their learning. The timing should allow for provisions to be</p>	<p>TASC will open applications for future students from October of the year prior to enrolment and assessment in a TASC accredited course.</p>	<p>October 2022</p>

approved before the students begin their TCE course.	This does not preclude schools from applying for reasonable adjustments from the year of enrolment and assessment in a course.	
Recommendation 3 is accepted in principle , noting that TASC is limited in its ability to require schools and colleges to undertake actions in relation to students who have not yet commenced TASC-accredited courses. TASC will develop and introduce a process enabling early application for special provisions, recognising that its use will be at the discretion and preference of each individual school.		
RECOMMENDATION 4 The Office of TASC should develop a timeline for the incorporation of the entire Special Provision application and decision-making process into TRACS.	TASC incorporated the use of TRACS in 2019 through: the association of the reasonable adjustment applications, approved reasonable adjustments and communications to students and schools occurring within TRACS. To move the application to an online form will require further consultation and resource support.	October 2022 (resource dependent)
Recommendation 4 is noted . The development and delivery of TRACS systems capability is planned and determined on the basis of available resources and emerging priorities, following rigorous testing processes. Full integration of Special Provisions processes into TRACS will be progressed as early as possible, using a phased approach consistent with business priorities.		
RECOMMENDATION 5 The Office of TASC should develop explanatory materials about the purposes, underlying principles, scope and nature of Special Provision for use by students, parents, schools and the broader community to increase the awareness and understanding of the support that is available to eligible students.	TASC is developing a simple FAQ for schools to provide to parents, students and the wider community as a part of a broader initiative to provide targeted resources. TASC will continue to work with TasTAFE and other educational institutions to ensure greater awareness of reasonable adjustments.	March 2020 – January 2021
Recommendation 5 is accepted .		
RECOMMENDATION 6 The Office of TASC should redesign the application forms for Special Provision to clearly distinguish between the grounds for the application being made and the provisions being sought.	New application forms for all categories of the reasonable adjustments' process have been re-designed and are available on the TASC website.	March 2020
Recommendation 6 is accepted , noting that the redesign of the application form will build on work already underway to		

streamline the process of applying for and delivering reasonable adjustments.		
RECOMMENDATION 7 The current process of applicants receiving automatic upgrade under borderline consideration should be discontinued.	TASC has actioned this recommendation. Borderline consideration is available to all students during the final stages of the external marking process and, as such, does not require an application through the Reasonable Adjustments (Special Provisions') process. All students that are identified by TASC as being one external rating away from gaining the next higher award are considered by the Assessment Panels as borderline on a case by case basis.	February 2020 Communicated via TASC updates TASC forums
Recommendation 7 is accepted , noting that Tasmania is currently the only jurisdiction throughout Australia and New Zealand that applies borderline consideration.		
RECOMMENDATION 8 TASC should develop a tailored form for medical and other professionals to provide supporting evidence which focusses on the functional impact of the student's condition.	The new application forms request specific information relating to the functional impact of the student's condition. The application form should be completed by a medical or other professional (including school-based) individual in consultation with the student and their guardian.	March 2020
Recommendation 8 is accepted.		
RECOMMENDATION 9 To enhance and clarify the decision making process, the Office of TASC should appoint a small number of expert practitioners to provide professional advice in reviewing difficult to determine cases.	TASC will convene an annual panel to provide expert advice to the Executive Officer, TASC, on matters relating to specific reasonable adjustment applications identified by TASC as being outside the usual parameters of TASC guidelines. The panel will be convened for the first time in July 2020. Terms of reference for the panel are available on the TASC website.	January - July 2020
Recommendation 9 is accepted .		
RECOMMENDATION 10 Executive Officer should ensure that responsibility for managing Special Provision applications is shared by at least two staff members and that any decision to refuse an application is confirmed by a second staff member.	This recommendation is currently in place.	Ongoing

Recommendation 10 is accepted , noting that this recommendation affirms current practice.		
RECOMMENDATION 11 The Office of TASC should publish a simple, clear decision-making flow chart which includes information about review processes and the right to appeal final decisions.	A review process has been developed and is provided in the TASC Reasonable Adjustments Policy. A flow chart will be developed for targeted resources.	March 2020 – July 2021
Recommendation 11 is accepted , noting that formal arrangements for review and right to appeal will need to be developed to maximise the benefit and availability of other existing appeal mechanisms within government.		
RECOMMENDATION 12 The Office of TASC should collaborate with other ACACA agencies in seeking to develop more common and consistent definitions of eligibility categories and criteria to assist in the development of more effective responses.	TASC is a member of the ACACA Special Provisions Working Group and is an active participant in the discussions around bringing national consistency to the process.	Ongoing
Recommendation 12 is accepted , noting that this work is already in progress as part of the national agenda.		
RECOMMENDATION 13 As part of the redevelopment of communication materials about Special Provision, TASC should liaise with the school sector authorities, the Department of Health and Human Services and peak community organisations to provide advisory materials for students and schools about access to support services for students with mental health issues.	This recommendation is being actioned by the project team through January – May 2020. Any additional materials, with advice in regards to accessing support services, will be include consultation with the Principal's Reference Group. TASC is currently working on a website rejuvenation and is proposing links to support services in the student <i>portal</i> .	July 2020
Recommendation 13 is accepted .		
RECOMMENDATION 14 TASC should allow for students to apply for different forms of Special Provision for individual subjects, in accordance with the nature of the examinations.	TASC has updated the reasonable adjustments application forms to disassociate adjustments with conditions. Students apply for all of the reasonable adjustments required, irrespective of examination, and then the approved reasonable adjustments	March 2020
Recommendation 14 is accepted , noting current intention for the redesigned application form (recommendation 6) to enable a single application form to be		

submitted, identifying student needs in relation to each specific course or assessment type.	will be managed, on a case-by-case, basis at the exam centre.	
<p>RECOMMENDATION 15</p> <p>TASC should consult with schools that are examination centres about requirements for smaller examination spaces and the accompanying supervision arrangements.</p>	<p>The TASC Reasonable Adjustments Policy defines the use of smaller and separate rooms and requests that schools provide a final indication of the number of separate or smaller rooms required for the external assessment period. The redesigned forms request students/schools to explicitly apply for either a smaller room or a separate room.</p>	March 2020
<p>Recommendation 15 is noted. Special Provision requirements in each school vary from year to year and is driven by student needs. TASC will continue to liaise with schools as required. The redesigned application form (Recommendation 6) will seek greater clarity of student needs in relation to the examination space, to enable the use of smaller assessment rooms rather than separate rooms for each student, where appropriate.</p>		
<p>RECOMMENDATION 16</p> <p>As part of its regular review of examination implementation with Examination Supervisor Co-ordinators, TASC should consider issues arising from the increasing numbers and complexity of Special Provision, including rates of remuneration and training of Supervisors.</p>	<p>The reasonable adjustments project team will investigate the communication, training and resources for the Supervisor Coordinators to support consistent application of reasonable adjustments at exam centres. Training days will include resources to support this initiative. TASC will seek feedback from Supervisors and Supervisor Coordinators following the external assessment period of each year.</p>	September 2020
<p>Recommendation 16 is accepted in part. TASC sessional staff are remunerated in accordance with the Office of Tasmanian Assessment, Standards and Certification (Fees) Regulations 2013. TASC will maximise the benefit of Supervisor training days by including a particular focus on the organisational implications for provision of reasonable adjustments for students. It will further inform its continuous improvement agenda through feedback sought from Supervisors and Supervisor Coordinators.</p>		

<p>RECOMMENDATION 17</p> <p>TASC should develop an implementation plan to progressively introduce those recommendations from this report that it chooses to adopt. It should report progress on this plan as part of its annual reporting on Special Provisions.</p>		
<p>Recommendation 17 is accepted. Implementation of accepted recommendations will be planned and progressed by an internal project group, with progress reported through TASC's national reporting mechanism.</p>	<p>TASC has formed a project team to work on an implementation plan to oversee the implementation of the recommendations. The team has created an implementation plan to ensure the recommendations are rolled-out in a timely and manageable way. TASC will report on the progress of the implementation in the annual report.</p>	<p>January 2020</p>