

OFFICE OF TASMANIAN ASSESSMENT, STANDARDS AND CERTIFICATION (TASC)

REASONABLE ADJUSTMENTS PANEL

TERMS OF REFERENCE

TASC REASONABLE ADJUSTMENTS PANEL

The TASC Reasonable Adjustments Panel (the Panel) provides expert advice to the Executive Officer, Office of Tasmanian Assessment, Standards and Certification (TASC) on specific Reasonable Adjustments applications as required to ensure an equitable outcome is achieved for Tasmanian students.

BACKGROUND

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.

MEMBERSHIP

Membership of the Panel is determined according to the ratio of types of Reasonable Adjustment applications TASC manages each year and the expertise required to consider an equitable outcomes if achieved for all Tasmanian applications. Panel membership, therefore, includes health professionals, disability advocate and support officers, and a TASC officer involved in the consideration of Reasonable Adjustments application.

TASC REASONABLE ADJUSTMENTS PANEL

POSITION	ORGANISATION
School psychologist	Department of Education
Psychologist	Private practice
Representative with expertise in inclusion and access technology and support mechanisms	Disability Services Department of Education
Disability advocate	University of Tasmania
TASC officer	TASC
Representative	Anti-Discrimination Commission

ROLES AND RESPONSIBILITIES

The Panel provides 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.

In doing this, the Panel will:

- meet to discuss Reasonable Adjustment applications referred to the Panel by the Office of TASC
- consider the details of the application and determine its view on a fair and equitable outcome for the student, consistent with TASC's Reasonable Adjustment guidelines and policy
- provide to the Office of TASC, within the required timeframes, feedback and recommendations in relation to each application considered.

EXPECTATIONS OF MEMBERS

Members of the Panel are expected to:

- provide advice based on their area of expertise
- be respectful in disagreement
- contribute the time needed to read and comment on the applications provided
- apply sound analytical skills, objectivity and good judgment to the issues
- express opinions frankly, ask questions and, when appropriate, pursue independent lines of enquiry
- maintain confidentiality
- identify and advise the Panel of any actual, potential or perceived conflict of interest when discussing any matter
- attend meetings, as required, to provide information and advice relevant to their area of representation to support the deliberations of the Panel.

REPORTING

The Panel reports to the Executive Officer, TASC.

The Panel provides outcomes of the application decision making process to the Executive Office, TASC.

ADMINISTRATIVE ARRANGEMENTS

Reasonable Adjustment applications are due for submission by schools between March and May each year.

TASC officers process applications as expediently as possible and forward to the Panel for consideration and advice, applications requiring additional expertise.

The Panel convene on an occasional basis as requested by TASC.

All Reasonable Adjustment applications must be considered and finalised by the end of June each year.

ATTENDANCE AT MEETINGS

Meetings are held face-to-face, by telephone or by video conference.

The Panel may request TASC's approval for additional specialists or other external advisors to attend meetings or participate in Panel deliberation in relation to certain Reasonable Adjustment applications appropriate. Any such person must agree to maintain confidentiality and declare any actual, perceived or potential conflict of interest.

SECRETARIAT

The Executive Officer will designate a TASC officer to provide secretariat support to the Panel.

The Secretariat will liaise with members to schedule meetings and ensure all documentation is distributed to members in a timely manner prior to each meeting.