

## REASONABLE ADJUSTMENTS APPLICATION FORM (RA3)

### PERSONAL CIRCUMSTANCES/MISADVENTURE

This application form is for students who require reasonable adjustments to be made for their external exams for courses accredited by the Office of Tasmanian Assessment, Standards and Certification (TASC) due to personal circumstances or misadventure (for further information refer to the policy available on the TASC website). Reasonable Adjustments aim to ensure students have fair and equitable opportunities to participate in external exams.

If you have been diagnosed with a permanent on-going condition, please complete the Reasonable Adjustments Approval form (RA1).

This form, along with the evidence required, must be returned to TASC by 29 September 2023. This allows time for TASC to process your reasonable adjustments application.

### CHECKLIST

Before submitting your application, please ensure the following have been completed:

- ☐ Section A – Student Information and Student Authorisation
- ☐ Section B – Supporting Evidence and adjustments required
- ☐ Evidence attached (e.g. medical certificate, statutory declaration, police report or death certificate)
- ☐ The application has been signed by the school principal

If you require any assistance with this form please contact TASC on 61 65 6000 or email [enquiries@tasc.tas.gov.au](mailto:enquiries@tasc.tas.gov.au).

Schools please contact TASC via a TRACS task for any enquiries

### SECTION A – STUDENT INFORMATION

TASC ID code	
Student name	
Student's email address <i>(must be current to receive communication from TASC regarding your application)</i>	
School/College	
Grounds for eligibility	<input type="checkbox"/> Personal circumstance <i>e.g. interruption to schooling due to family circumstance or cultural obligations</i>  <input type="checkbox"/> Misadventure <i>e.g. an incident beyond the student's control, such as being admitted to hospital or involvement in a car accident</i>

## STUDENT AUTHORISATION

I hereby authorise the medical professional or independent witness/es whose name and address appears on this form to provide the Office of Tasmanian Assessment, Standards and Certification (TASC) with a report on the nature of my particular circumstances. I also authorise TASC to obtain, from this medical professional or independent witness/es, further information as is required by TASC to make a decision in regard to my application for reasonable adjustments.

Student's signature: ..... Date: ...../...../.....

## PERSONAL INFORMATION POLICY

Personal information will be collected from you for the purpose of assisting with the determination of reasonable adjustments to be made. Failure to provide this information will result in your application not being able to be processed. Your personal information will be used for the primary purpose for which it is collected. Personal information will be managed in accordance with the [Personal Information Protection Act 2004](#) and may be accessed by the individual to whom it relates on request to the Office of Tasmanian Assessment, Standards and Certification. You may be charged a fee for this service.

## RETURNING YOUR APPLICATION

To assist in processing reasonable adjustment applications as efficiently as possible, it is preferred that this form, along with the required evidence documents, are returned to your school's TASC Liaison Officer to be scanned and uploaded directly via the correspondence function in TRACS by the 29<sup>th</sup> of September 2023.

## SUPPORTING EVIDENCE

Each application is considered on the information **provided on the form** and supporting evidence. Please note, evidence is required to support application but does not replace the summarised version required in form.

Further information on the eligibility and the assessment of reasonable adjustment applications is available in the [Office of Tasmanian Assessment Standards and Certification Reasonable Adjustments Policy](#).

## SECTION B -SUPPORTING EVIDENCE (MEDICAL/SCHOOL STATEMENT)

This section should be completed by a Medical Professional or for non-medical issues by an independent witness not related to the student e.g. school contact or attending police officer.

Family name: .....

Given name(s): .....

Occupation: .....

Contact number(s): .....

Email: .....

Date of assessment: .....

Signature: ..... (required if completing the following section of the application)

## SUPPORTING EVIDENCE

In order for TASC to assess this application for reasonable adjustments, supporting evidence needs to be attached to this application (e.g. medical certificate, statutory declaration, police report or death certificate). A summary of the student's medical condition, personal circumstances or misadventure should be detailed in the section below (if this has not been detailed in attached supporting evidence).

- I. What is the student's misadventure/personal circumstance? What is the functional impact of the personal circumstance/misadventure?

How long has the student been affected by the circumstance/condition or misadventure?

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2. How is the personal circumstance/misadventure likely to affect the student in an exam during the external assessment period in November?

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3. What strategies/adjustments have been put in place for this student, following the change in circumstance, at the school?

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4. List the Reasonable Adjustments that are being requested:

*Please see Attachment A – Possible Adjustments Available for an example list. This is not a comprehensive list, specific adjustments for each student are dependent on the diagnosed condition, impairment or disability and what will assist them during an exam.*

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5. If you require the use of a computer or assistive technologies during your exams, list below any Level 3 or 4 TASC course exams you will **not** require these adjustments for (e.g. Mathematics or Science exams):

*This information is important to ensure correct allocation of Exam Supervisors at your Exam Centre.*

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## ENDORSEMENT FROM SCHOOL PRINCIPAL

All applications must be endorsed and signed by the principal of the school/college attended

Name of principal: .....

Signature of principal: ..... Date: ...../...../.....

## ATTACHMENT A - POSSIBLE ADJUSTMENTS AVAILABLE

Below are examples of possible adjustments that can be requested for your external exam, all adjustments must be endorsed by your school.

ADJUSTMENT	DESCRIPTION
Adapted exam papers	<p>Provided with adapted exam papers.</p> <p>For example, you may require enlarged exam papers (A4 – A3), enlarged font, specific coloured paper, additional writing space, braille etc. Please detail the specific requirements in Section B, 4.</p>
Assistive technologies	<p>Permission to use assistive technologies to complete your exam/s.</p> <p>The specific form of assistive technology will be dependent on the diagnosed condition, impairment, or disability, i.e. CPEN, Dragon Speak, etc. All technologies must be provided by the school. The student must be comfortable using the technology and using it as part of their day-to-day learning. The technologies must not autocorrect spelling, punctuation, grammar, etc.</p> <p>You will be seated in a smaller or separate room, depending on the type of assistive technology being used.</p>
Blood glucose monitoring	<p>Permission to use a blood glucose meter or monitor levels via a phone app. These will need to be placed on the floor next to the student.</p>
Clarifier	<p>Permission to use a clarifier.</p> <p>An English as a Second Language (ESL) trained person who is able to provide basic explanations of terms, without answering the questions. The ESL trained person <b>must</b> be provided by your school or college and cannot be one of your teachers.</p>
Computer	<p>Permission to use a computer to complete your exam/s.</p> <p>The computer supplied by the school will:</p> <ul style="list-style-type: none"> <li>• be a stand-alone computer that only has access to a word-processing package and approved software</li> <li>• not allow the student to use predictive software or functions</li> <li>• not allow the student to access dictionary functions in exams where a dictionary is not allowed</li> </ul> <p>You will be seated in a smaller room with other students.</p>

# TASC REASONABLE ADJUSTMENTS

ADJUSTMENT	DESCRIPTION
Drink	Permission to bring a drink of other than water into the exam room. This must be in a clear drink bottle with a lid and no label.
Ergonomic furniture	Permission to use ergonomic furniture such as a special chair, footrest, or sit-stand desk etc. This <b>must</b> be provided by the school or student.
Extra time	<p>Permission to use extra time for each written exam.</p> <p>All extra time is applied at the start of the exam before the scheduled starting time of either 9:00am or 1:30pm. The only exception to this rule is applicable to the ITS3 I5 I I8 Information Systems and Digital Technology exam, where all extra time is applied at the end.</p> <p>Amount of extra time applied per written exam:</p> <ul style="list-style-type: none"> <li>• 3 hour exam = extra 30 minutes</li> <li>• 2 hour exam = extra 20 minutes</li> </ul> <p>Only <b>ONE</b> of the following extra time adjustments is permitted:</p> <ol style="list-style-type: none"> <li>1. <b>Additional working time</b></li> <li>2. <b>Supervised rest breaks</b>  <i>For students who require movement during the exam period to alleviate the functional impact of their diagnosed condition, impairment or disability.</i>  <i>Rest breaks can be taken as required during the allowed time. Students will need to discuss their requirements with their TASC Liaison Officer and Exam Supervisor prior to starting their exam/s.</i> </li> </ol> <p>Please indicate on the application form which <b>ONE</b> of the above extra time adjustments is required.</p>
Food	Permission to bring a small amount of food into the exam room.

# TASC REASONABLE ADJUSTMENTS

ADJUSTMENT	DESCRIPTION
Ignore grammar	Markers will be advised to ignore poor grammar.
Ignore handwriting	Markers will be advised to ignore poor handwriting.
Ignore spelling	Markers will be advised to ignore poor spelling.
Medication	Permission to take medication into the exam room.
Noise cancelling headphones	Permission to use noise cancelling headphones. These <b>must</b> be provided by the student or school and cannot be used to play music.
Reader	<p>Permission to use of a reader.</p> <p>The reader reads the candidate the exact text of the exam questions. The reader <b>does not</b> provide any commentary or interpretation.</p> <p>The reader <b>must</b> be provided by the school and <b>must not</b> be a parent, relative, friend, teacher of the student or a teacher of the course. Further information about use of a reader can be found in the <a href="#">TASC Reasonable Adjustment Policy</a>.</p>
Scribe	<p>Permission to use of a scribe.</p> <p>The scribe <b>must</b> write the exact text as communicated by the candidate orally, through interpreted sign language, finger spelling, or any other appropriate medium.</p> <p>The scribe can use a computer as outlined in the <i>computer</i> adjustment.</p> <p>The scribe <b>must</b> be provided by the school and <b>must not</b> be a parent, relative, friend, teacher of the student or a teacher of the course. Further information about use of a scribe can be found in the <a href="#">TASC Reasonable Adjustment Policy</a>.</p>
Seating arrangements	Permission to be seated as close as possible to the exit or at the front / back of the room.



# TASC REASONABLE ADJUSTMENTS

ADJUSTMENT	DESCRIPTION
Separate exam room	<p>Permission to be seated in a separate exam room alone.</p> <p>This reasonable adjustment is only approved in extraordinary circumstances. The eligibility criteria for a separate room includes:</p> <ul style="list-style-type: none"><li>• where a student's learning and ongoing assessment tasks have been conducted separately from their peers i.e. learning from home</li><li>• where a student is unable to be examined without impacting on the exam conditions of other students and/or their own due to their diagnosed condition, impairment or disability.</li></ul> <p>Further information about being seated in a separate exam room can be found in the <a href="#">TASC Reasonable Adjustment Policy</a>.</p>
Smaller exam room	<p>Permission to be seated in a smaller exam room with other students. The number of students in the exam room is determined by the facilities available at the school.</p> <p>There are specific adjustments that will automatically require a smaller room. It is important that students are aware that they may be sitting with others if this reasonable adjustment is requested.</p> <p>Further information about being seated in a smaller exam room can be found in the <a href="#">TASC Reasonable Adjustment Policy</a>.</p>
Stammer/Stutter	<p>For practical and oral performances, the examiners will be informed of any stammering or stuttering condition and will be asked to take this into account during the assessment.</p>
Written exam instructions	<p>Spoken exam instructions provided before the beginning of exams will be provided in writing.</p>