



TLO Information Session Reasonable Adjustments

Term 2, 2025

Reasonable Adjustments for 2025

TASC were hoping to have a new online application system (within TRACS) in place for this year.

TASC use an external software developer for the TRACS system and unfortunately, there have been delays in the development process.

The new system which will be a simplified and much faster online application process will be implemented in 2026. It will allow TLOs to access *pre-filled* forms for students with previous (non-permanent) reasonable adjustment approvals.

Until then, the form used in 2024 is staying the same for this year.



Who Can Apply for Reasonable Adjustments?

[More information](#)

Schools make the Reasonable Adjustments application on behalf of their students. Students may apply for reasonable adjustments through their school if they have a:

- **Disability, condition, or impairment** – As defined in the [Disability Discrimination Act 1992](#) (e.g., physical, sensory, cognitive, or mental health conditions).
- **Personal circumstance** – Situations that significantly impact a student's ability to complete external assessments under standard conditions (e.g., personal tragedy, victim of a significant crime, personal injury, illness).
- **Humanitarian entrant (refugee) status** – Students who have arrived in Australia under humanitarian or refugee programs and require assessment adjustments.

Note: Students who migrate for family occupational or education opportunities are **not** eligible for adjustments.

For more information on eligibility and evidence requirements, refer to the '**Steps to Apply for Reasonable Adjustments**' section.

Source: [Reasonable Adjustments for Senior Secondary External Assessments - TASC](#)



Criteria for Reasonable Adjustment Applications

To be considered for reasonable adjustments, a student's condition must fit into one of the following categories:

- **Permanent/ongoing** – The student has a long-term disability, condition, or impairment that requires adjustments.
- **Non-permanent** – The student has a temporary condition or impairment that impacts their external assessments (e.g., injury, short-term illness).
- **Imputed** – The school reasonably believes the student has a disability, condition, or impairment that affects their ability to undertake assessments, even if not formally diagnosed.

Source: [Reasonable Adjustments for Senior Secondary External Assessments - TASC](#)

Ineligible Reasons for Reasonable Adjustments

[More information](#)

TASC provides reasonable adjustments to ensure students with disabilities, medical conditions, or impairments, or circumstances in the senior secondary external assessments for Level 3 and 4 courses. However, there are circumstances that do not qualify for reasonable adjustments.

- **Unfamiliarity with the English language**
 - Students who have limited English proficiency are not eligible for reasonable adjustments unless they are a Humanitarian Entrant (refugee status).
- **Normal exam stress or anxiety**
 - Feeling nervous or stressed before exams is a common experience and does not qualify for reasonable adjustments.
 - Only clinically diagnosed mental health conditions (e.g., Generalised Anxiety Disorder, Panic Disorder) supported by medical documentation may be considered for adjustments.
- **Preferences for specific conditions or personal comfort**
 - Requests for specific exam seating, lighting, or other preferences without medical evidence do not qualify.
 - Adjustments must be based on a documented functional impact, not personal preference.
- **Parental or teacher request without supporting medical or school-based evidence**
 - A request from a parent or teacher alone is not sufficient to approve adjustments.
 - Reasonable adjustments must be supported by appropriate evidence demonstrating the student's functional impact in external assessments.
 - Schools may provide documented observations to support an application.
 - If a formal diagnosis is not available, a school may consider an imputed diagnosis based on substantial school-based evidence of the student's needs.

Items for discussion:

1. **Evidence** requirements for applications
NB: A doctor's recommended adjustments are NOT automatically approved
2. **Adapted papers** – please advise TASC ASAP and be very specific about what is needed, eg: single sided pages; A3 sized paper; particular colour paper.
3. **Computer AND extra time** adjustments - usually it is one OR the other; no guarantee that a student will receive both. Approval for both relies on individual circumstances. Ensure the application clearly articulates WHY a student needs both – identify at the top of the application please.
4. Use of a **computer for language** exams – written sections
5. Use of **scribes/readers** – circumstances are assessed on a case-by-case basis, based on internal conditions and what a student is already familiar with.



Items for discussion:

6. **Smaller** versus **separate** rooms:

- what determines the distinction is dependent on 2 factors -
 - a) if the student's disability negatively disrupts other students, eg: Tourette syndrome
 - b) If the student is normally learning from home
- Numbers of separate rooms requested at each school/exam centre – ensure you know exactly how many rooms you are able to access on your campus.

TASC understand there are often delays in getting specialist appointments, particularly in rural areas. Some RA applications can proceed based on evidence of a school-based functional impact statement and Learning Plan information (including an explanation of how student has been observed to cope within classroom assessment contexts)



Items for discussion:

7. What to do about students who decide to *not use* their approved adjustment.
8. Contacting TASC about RA queries: email or TRACS Task?
 - Please use a TRACS Task in the first instance. Ensure you tag it to a student.

Others?

- **Processes reminder:** TASC can't delete documents in TRACS, so if a TLO has made an error, or an updated doc needs to replace a previous document, please go to the Documents tab → pen & paper icon → upload new doc over the top.

Q: Illegible handwriting without a diagnosis of a learning impairment?

A: Use an IMPUTED DIAGNOSIS (section B, Part 2) on the RA application.



Items for discussion:

Others (continued)

Q: Special Exam Centre (interstate) – who provides the laptop?

A: This is the responsibility of the school to ensure something appropriate is available and is used within the parameters of the external assessment.

Q: How ‘old’ can a GP/psychologist report be?

A: TASC requires an updated report if information is older than 3 years.

- If it is a permanent/ongoing condition, TASC require a statement by the school to show the functional impact which can be completed by school staff, e.g: social worker, school nurse, school psychologist.
- For non-permanent conditions, the evidence must be within the last 12 months.



Items for discussion:

Others (continued)

Q: Rest breaks – is it 10 minutes per hour? When can a student take them?

A: This is up to the individual student, when they need the break. Depending on the number of students needing rest breaks would determine logistics of how this is managed by the Exam Supervisor. TASC are putting together some Info Sheets for supervised rest breaks, scribes, readers, etc to give improved clarity for TLOs.,

Q: How ‘old’ can a GP/psychologist report be?

A: TASC requires an updated report if information is older than 3 years.

- If it is a permanent/ongoing condition, TASC require a statement by the school to show the functional impact which can be completed by school staff, e.g: social worker, school nurse, school psychologist.
- For non-permanent conditions, the evidence must be within the last 12 months.



Items for discussion:

Others (continued)

Q: Query from school support staff/psychs about the security of sensitive documents sent to TASC

A: We can confirm that TRACS is managed in accordance with DECYP strict policies and procedures that govern information access and security. Additionally, whenever appropriate, TASC are able to make sensitive documents accessible within TRACS only by a school's principal, so if you identify which students you would like this to occur for, we will ensure that happens.

Q: How 'old' can a GP/psychologist report be?

A: TASC requires an updated report if information is older than 3 years.

- If it is a permanent/ongoing condition, TASC require a statement by the school to show the functional impact which can be completed by school staff, e.g.: social worker, school nurse, school psychologist.
- For non-permanent conditions, the evidence must be within the last 12 months.



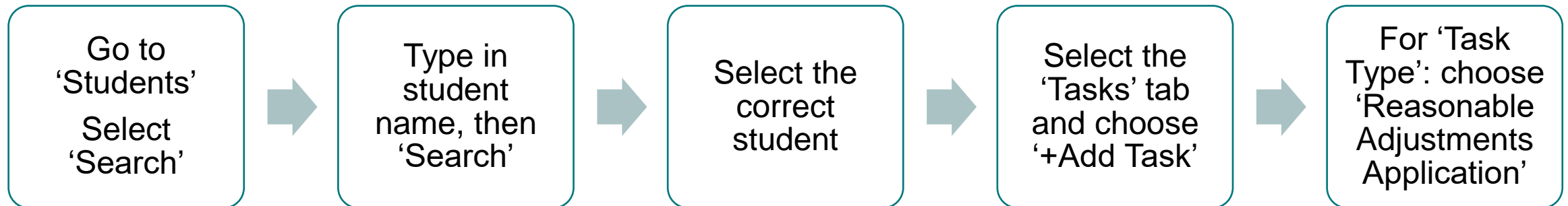
Submitting RA applications in TRACS

Things to remember:

- When submitting RA applications in TRACS, create a *separate* application task for each student.
- RA information is confidential, so it's important that multiple students are not linked to one task. Application forms for multiple students shouldn't be attached to a single task for the same reason.
- Use a student task to submit the application. See the steps below for how to create a student RA application task:



Remember to check that the Principal has ***signed the application*** before attaching it to the task.



RA reminders

- Even if a RA application hasn't been approved by mid-year exams, schools should still apply the adjustments they've applied for.
- While *schools* are responsible for mid-year exams, **working to make this experience as similar to the end of year exams as possible** allows students to gain confidence working in exam conditions.
- Be mindful of your school's resources when you request a RA, especially with smaller/separate rooms and use of computer adjustments.
- A 'RA Enquiry' TRACS task can be used if you have a more general query (not related to an existing student application).



Key dates: Reasonable Adjustments

4 July 2025: Application deadline for RA applications.

21 July – 26 September 2025: Personal Circumstance applications open.

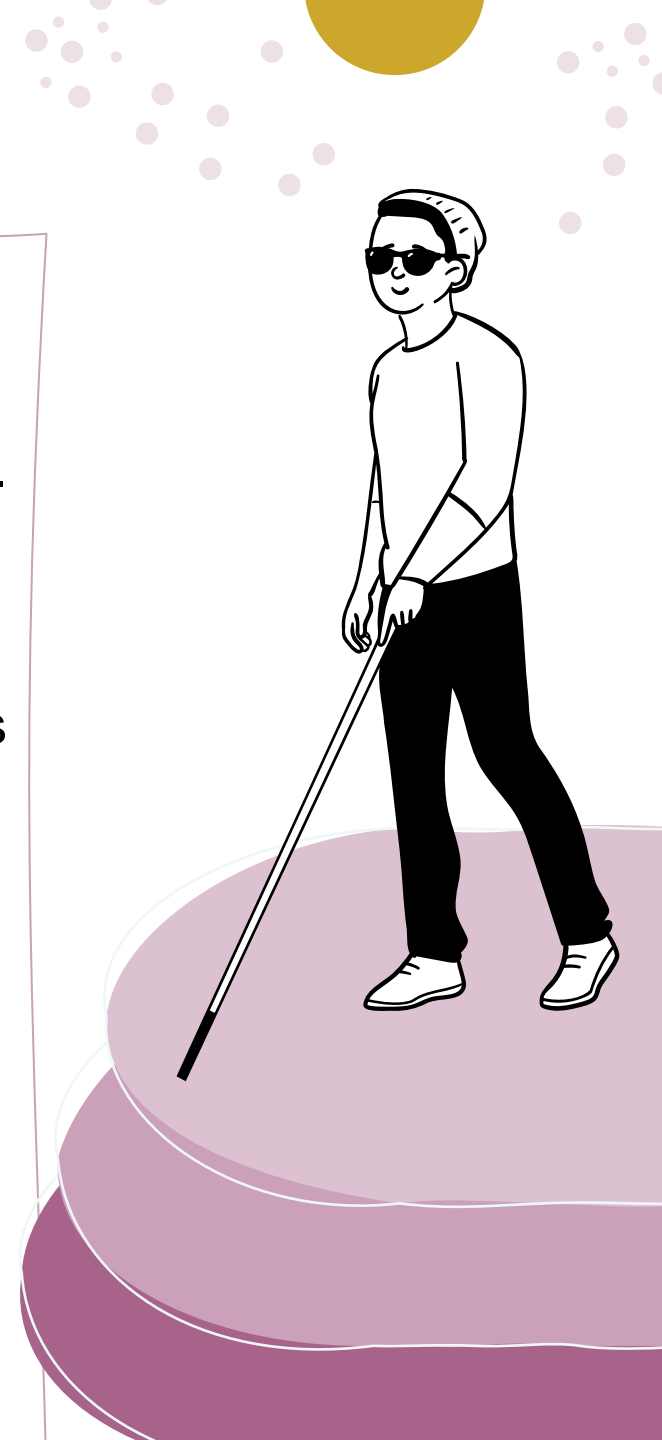
Rolling basis from May to mid-October 2025

- Adjustments will be reviewed and confirmed before exams.
- TASC will send email confirmation of approved adjustments to students and their TLO in this period.

Access the paper-based form at [Reasonable Adjustments](#).

The medical professional / school-based professional can complete the form in advance but *must* be submitted via TRACS within the application window.

Check out the information on the TASC website at [Reasonable Adjustments for Senior Secondary External Assessments - TASC](#)





2025 Reasonable Adjustments for [REDACTED]



TASC - TRACS

To [REDACTED]

 Reply

 Reply All

 Forward



Wed 30/04/2025 1:33 PM



Reasonable Adjustments.pdf

307 KB

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36

Dear [REDACTED]

Attached is information about the permanent reasonable adjustments that have been approved for you.

If you have any questions or concerns about the adjustments listed, please speak with your school's TASC Liaison Officer (TLO) as soon as possible.

If you have been approved for the use of a computer, assistive technology, or similar supports during exams, and there are any courses in which you do **not** wish to use these adjustments, please ensure you notify your TLO before the exam period.

Kind regards

The TASC Team
Tasmanian Assessment, Standards & Certification (TASC)

GPO Box 333, Hobart, TAS 7001
Phone: (03) 6165 6000 | www.tasc.tas.gov.au

This email, together with any attachments, may contain privileged and confidential information and is intended for the named recipient(s) only. If you are not the intended recipient of this message, any dissemination, copying or action taken in reliance of its contents is strictly prohibited. If you have received this message in error, please notify the sender immediately, then Delete/Destroy your copy.

Example of letter sent to student & TLO

30 April 2025

TASC ID: [REDACTED]

Dear [REDACTED]

Reasonable adjustments are changes or supports approved by TASC to help you access your exams on the same basis as other students. These adjustments are based on your individual needs and aim to reduce the impact of a disability, medical condition, or other approved circumstance during external assessment.

TASC has your current home school listed as [REDACTED]. If this is incorrect, please speak to your school's TASC Liaison Officer (TLO) as soon as possible so they can advise TASC of any changes.

TASC has noted the following permanent condition(s):

- Diabetes

Example of letter sent to student & TLO (continued)

To support you, the following reasonable adjustments have been approved and will apply to this year's external assessments. These adjustments apply to your written exams. Some adjustments may also apply to other types of external assessments - if so, this will be clearly noted next to the relevant adjustment(s) in the list below.

- **Blood Glucose Meter/Phone App**
Permission to use a blood glucose meter or to monitor levels via a phone app. Phones/smart watches are to be placed into airplane mode before entering the exam room. Sound and vibrate should be switched off and the screen should be set to stay on (doesn't auto lock). The meter/phone is to be placed on the floor next to the student and monitored by the Supervisor if required.
- **Drink**
Permission to bring a drink (other than water) into the exam room. This must be in a clear drink bottle with a lid and no label.
- **Food**
Permission to bring a small amount of food into the exam room. Both food and packaging must not be distracting to other students.
- **Supervised Rest Breaks**
Permission for supervised rest breaks. You will receive up to 20 minutes extra for each 2 hour exam and up to 30 minutes extra for each 3 hour exam. Rest breaks can be taken as required during the allowed time. Any additional time not utilised for rest breaks will be forfeited. You will need to discuss your requirements with the TASC Liaison Officer and Exam Supervisor prior to starting your exam/s.
All extra time is applied at the start of the exam before the scheduled starting time of 9:00am or 1:30pm.

If you have any concerns about these adjustments, or if there are any exams where you do **not** wish to use a particular adjustment (for example, computer or assistive technology), please contact your school's TASC Liaison Officer (TLO) as soon as possible.

The TASC Team
Tasmanian Assessment, Standards & Certification (TASC)
GPO Box 333, Hobart,
Phone: (03) 6165 6000



2

/ 2



A close-up photograph of a person's hand writing in a small, open notebook. The person is wearing a light-colored, textured sweater. The background is blurred, showing more of the person's clothing. Overlaid on the left side of the image is a large teal circle containing the text "Questions or comments?". There are also some decorative elements: a teal circle in the top left, a yellow circle in the middle left, and some yellow and teal lines and shapes at the bottom.

Questions
or
comments?



REMINDER
TLO & Principal forum:

Thursday
8 May 2025

