

ARRANGEMENTS FOR REASONABLE ADJUSTMENTS IN EXAMINATIONS FOR STUDENTS WITH A DISABILITY

A University policy objective is to maintain consistent program requirements and academic standards for all students while allowing suitable flexibility in the assessment arrangements for students with disabilities. Reasonable adjustments are carefully administered to avoid disadvantage to any examination candidate.

You may need a reasonable adjustment where a significant mobility, sensory, learning or other physical or mental health impairment, permanent or temporary, may prevent you from performing to capacity in an examination conducted under standard conditions.

DOCUMENTATION

Acceptable documentation of your disability may be obtained from medical practitioners or specialists with expertise in diagnosing the condition for which an adjustment is being requested. Documentation must be **relevant** to the condition and to the adjustment required. For more details on documentation requirements, please see here: <http://www.uq.edu.au/myadvisor/docs/academic-adjustments.pdf>

You should then present your documentation and any other relevant information to the Disability Advisers within Student Services who assess your specific examination requirements on the basis of the information you provide. Appointments can be made with the Disability Advisers through the following telephone numbers:

St Lucia campus (07) 3365 1704 Gatton campus (07) 5460 1046 or Ipswich campus (07) 3381 1702.

Please note your documentation must be **current** when it is initially submitted. If, after reasonable adjustments have been made, your condition improves or deteriorates, or other altered circumstances influence the existing arrangement, updated documents will be required and you will need to contact your Disability Adviser.

MAKING REASONABLE ADJUSTMENTS

Although you only need to contact your Disability Adviser if you require change to the approved requirements, **you must advise the Examinations Section of your specific examination needs at least two weeks before each examination period.** You should complete a Request for Special Arrangements form <http://www.uq.edu.au/myadvisor/forms/exams/exams-special-arrangements.pdf> and submit it to the Student Centre or email it to examinations@uq.edu.au (St Lucia campus, Ipswich campus) or exams@uqg.uq.edu.au (Gatton campus).

The University's General Award Rules (GAR 1A.18.2) require that students must apply at least two weeks before the relevant examination date for special arrangements to be made.

You will then be emailed a Special Arrangements for Examinations form confirming the arrangements. This form acts as an official agreement between the student and the University

NON-ATTENDANCE

If you cannot attend an examination as arranged please notify Examinations Section as soon as possible. You must notify of your inability to attend by contacting:

(07) 3365 2214 (St Lucia campus), (07) 3381 1011 (Ipswich campus), (07) 5460 1126 (Gatton campus)

examinations@uq.edu.au (St Lucia, Ipswich) exams@uqg.uq.edu.au (Gatton)

TYPES OF REASONABLE ADJUSTMENTS

The following arrangements are the most commonly made:

Additional examination working time

This is in addition to the stated working time for the particular examination paper. Refer to policy 3.30.3

Rest periods

These are of varying duration according to recommendations from the Disability Advisers; they are typically of 5 or 10 minutes per hour. This time is not included in the examination working time but you must not continue or review your work during rest breaks. Under specified conditions you may be permitted to stretch and/or walk about the room during a break.

Computer

In certain circumstances, students may be permitted to use a PC or laptop PC provided by the University to write an examination. You may not use your own computer.

Ergonomic furniture

A range of ergonomic or specially made furniture including seating, high and low desks, lecterns and adjustable writing surfaces can be made available and may be used by students with appropriate approval from a Disability Adviser.

Specially prepared examination papers

With **sufficient notice**, examination question papers may be prepared in an alternative format to assist with a particular disability. For example, papers may be brailled, enlarged, printed on coloured paper or printed in a specified font.

INSTRUCTIONS AT EXAM TIME

Two weeks before each exam period

1. Complete a Request for Special Arrangements form <http://www.uq.edu.au/myadvisor/forms/exams/exams-special-arrangements.pdf> and submit it to the Student Centre or email it to examinations@uq.edu.au (St Lucia campus, Ipswich campus) or exams@uqg.uq.edu.au (Gatton campus).
2. Ensure you receive a Special Arrangements for Examinations form confirming the arrangements. This form acts as an official agreement between the student and the University.
3. If you are unable to attend, contact the Examinations Section as soon as possible prior to the arranged start time of the examination(s). Phone numbers are below.

CONTACTS

Disability Advisers

- (07) 3365 1704 (St Lucia)
- (07) 5460 1046 (Gatton)
- (07) 3381 1702 (Ipswich)

Student Centre (Ipswich)

- (07) 3381 1101
- (07) 3381 1060 (facsimile)

Examinations Section (St Lucia campus)

- (07) 3365 2488
- (07) 3365 4415 (facsimile)

Examinations Section (Gatton campus)

- (07) 5460 1126
- (07) 5460 1499 (facsimile)