SPECIAL EXAMS PROVISIONS POLICY

AIM

The purpose of Special Examination Provisions is to provide students who have special needs with practical support in tests and examinations for the School Certificate and Higher School Certificate.

SCOPE

The Board of Studies will consider students with special examination needs including learning, medical, vision or hearing.

Provisions from the Board of Studies may include: Braille or large print; use of a writer and/or reader; use of an interpreter; extension of test time; rest breaks; use of a personal computer; separate examination supervision; individual supervision and permission to take medication. Students who believe they are eligible for such provisions must make application in the first instance to the Deputy Headmaster. If it is decided that such a claim might be justified and fall within the Board of Studies criteria then an application to the Board of Studies will be made.

The Student Examinations Support Unit can be contacted on 9367 8117, 9367 8325 or 9367 8381 for further information.

SCHOOL BASED SPECIAL PROVISIONS

School Based Special Provisions may include:

- diabetic provisions
- extra time to rest (5 minutes per 30 minutes of examination time)
- extra time (2.5 minutes per 30 minutes of examination time)
- medication
- hearing provisions
- vision provisions

Personal computers will not be approved for school-based special provision without strong medical evidence or assurance from the Board of Studies that this provision will be granted for HSC examinations for the student.

There is no guarantee that the special examination provisions approved by the Board of Studies will be the same as the school-determined provisions.

Special Provisions will be administered by the Deputy Headmaster.
APPLICATION PROCEDURES

Special provision will not be granted for school-based assessment tasks except in exceptional circumstances. As there is no guarantee that school-based special provision will apply in the School Certificate and/or HSC examinations, students are encouraged to improve their time management, examination techniques, handwriting and organization.

Applications will be considered on their merits. When a request is made, evidence such as medical/specialist reports, parent letter, previous approval of special provision by the Board of Studies and teacher comments, must be included indicating the precise nature of the special need and the consequent effect on examination performance.

Supporting documents and other evidence must be as recent as possible, and must be no more than 12 months old.

Decisions regarding school-based special provision applications will be made in consultation with the class teacher, Head of Department and the Deputy Headmaster.

If you wish to apply for special examination provisions, you should talk to the Head of Department or Deputy Headmaster.

IMPLEMENTATION OF SPECIAL EXAMINATION PROVISIONS

School-determined examination special provisions will apply up to the end of Term 4 of the students HSC year. From Term 1 of their HSC year onwards, only the provisions granted by the Board of Studies will apply in school-based assessments. Students are advised to submit their special provision applications to the Board of Studies as soon as the application period opens in Term 4 of the students HSC Year.

APPEAL PROCEDURES

If you wish to appeal against the School’s decision regarding a provision for which you have applied, the appeal must be submitted in writing. Your appeal must state the reason why you consider the School’s decision to be inappropriate with reference to the evidence supplied in the original application.

The appeal must include new supportive evidence, such as further medical reports, which clearly states why you need the provision; or additional reading, writing or spelling test results.