The precise nature of adjustments provided to each student will vary depending on the nature and extent of the impacting circumstances, the academic context in which they occur and the timing of the request. Precedents for assistance and adjustments that may be considered include:

1. **Academic Support Workers**

   The University may permit students to be accompanied to classes and assessments by required assistants (e.g. note-takers, Auslan interpreters). Whilst adjustments to practical classes (such as engagement of a participation assistant) may be appropriate, in each case a review of the academic requirements, health and safety requirements and ongoing independent participation of the student should be undertaken.

2. **Accessible Formats**

   The University may provide learning materials converted into accessible formats (e.g. Braille, electronic text). Students are required to provide timely notification of their need for accessible formats to Disability Liaison, and faculties and graduate schools must provide the relevant materials to Disability Liaison in a timely manner. In most cases, timely notification by students is considered to be at least 6 weeks prior to the start of the relevant teaching period.

3. **Additional tuition**

   The University may provide additional tuition through enhanced access to consultation time or specific tutors where available. For example, the **Indigenous Tutorial Assistance Scheme (ITAS)** available to Australian indigenous students via **Murrup Barak**.

4. **Alternative Assessments**

   The University may permit students to undertake an alternative assessment to that offered to other students in the subject.

5. **Alternative Examination Arrangements**

   The University may permit students to undertake examinations, tests and other timed assessments with revised conditions. The University will make reasonable adjustments for students with disabilities as specified under the **Disability Discrimination Act (1992)** and the **Disability Standards for Education (2005)** and for students where the standard exam format cannot be undertaken for valid reasons. Alternative examination arrangements will be made in accordance with the **Examinations Procedure**. Adjustments that can be made to the standard conditions or format of an examination may include:

   - braille/large print papers;
   - additional reading/writing time;
   - use of a computer;
   - use of adaptive technology (eg. screen reader);
   - rest breaks;
   - academic support workers (eg. Auslan interpreters, scribes);
   - ergonomic furniture;
• permission to bring food/medication into the exam;
• separate venue; and
• alternative scheduling of examinations.

6. Alternative learning activities

The University may permit students to undertake substitute learning activities in cases where the standard learning activities cannot be undertaken for valid reasons (e.g. replacing an attendance requirement with an essay to demonstrate that the student has achieved the appropriate learning outcomes covered in the tutorial process). The alternative learning activity should not conflict with hurdle requirements or compromise core participation requirements.

7. Equipment/software loan

The University may provide access to assistive technology (e.g. audio augmentation systems) or software (e.g. voice dictation).

8. Extended Medical Leave

Students with serious health conditions (or who are the primary care-givers for household members with serious health conditions) may be permitted to take a formally approved period of leave, with a start and end date, when their capacity to study is significantly impacted and likely to be so for a period of longer than 12 months (refer to the Extended Medical Leave Procedure).

9. Extensions

The University may grant appropriate extensions of time to complete assessment tasks.

10. Flexible attendance requirements

The University may vary attendance requirements, or permit students to be absent from specific learning activities.

11. Leave of Absence

Students may be permitted to take a formally approved period of time, with a start and end date, without enrolment in any subject within their award course (refer to Leave of Absence Procedure).

12. Part-time study

A request for part-time study may be approved in programs which are normally taken on a full-time basis. Students should note that this option may only be available where it is pedagogically reasonable, and is not possible in all programs.

13. Late withdrawal

Where circumstances impact on student attendance and assessment performance, students may apply in writing for special permission to withdraw late from subjects without academic penalty (that is without a grade of fail on their academic record).

• Students eligible for part-time study, whose circumstances consistently result in requests for late withdrawals, may be advised to enrol on a part-time basis.
• Where late withdrawal is approved, students may be entitled to remission of fee liability in accordance with the Course Fees and Charges Policy.
• Students successfully applying for late withdrawal should be encouraged to access support services and consult with their student centre in order to plan their future course progression.

REVIEW

This schedule is to be reviewed by 30 November 2013.

VERSION HISTORY

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