

# Examination Guidelines - Special Conditions in Exams

## Section 1 - Purpose

(1) The following guidelines will be used to support students with a disability who wish to request special conditions in an examination in accordance with Assessment Policy clauses 181-188.

## Section 2 - Guidelines

### Part A - Procedural Variations

(2) Procedural variations are defined as minimal alterations to the conditions under which the examination is conducted.

(3) Some examples of procedural variations are (but not limited to):

- a. alternative format (e.g. braille, enlarged, electronic or coloured) examination papers;
- b. rest pauses/breaks during the examination;
- c. extra time to move around within exam venue;
- d. extra time to complete the examination (e.g. 5-15 mins per hour);
- e. separate examination room (individual or small group);
- f. permission to eat or drink fluids during the examination;
- g. climate controlled room;
- h. use of specialised furniture (e.g. ergonomic chair, extra chairs, desk lectern etc.);
- i. special lighting (e.g. extra lighting, natural lighting);
- j. toilets in close proximity;
- k. use of word processor;
- l. use of adaptive software or equipment (e.g. Dragon, Jaws, Zoomtext);
- m. examination venue adjustments (e.g. ground floor examination centre, wheelchair accessible venue);
- n. same-day examination time adjustment (e.g. early morning start on the examination day);
- o. examinations in electronic format for use with alternative software;
- p. medical testing or treatment allowed (e.g. glucometer, hot packs, injections, medications);
- q. readers;
- r. scribes;
- s. attendance of personal carer; and
- t. home or hospital supervision (supervisor selected by Examinations Office).

## Part B - Alternative Examination Assessment

(4) Alternative examination assessment is an alteration to the method of assessment in terms of format or type.

(5) Some examples of alternative variations are (but not limited to):

- a. extra time in excess of 15 minutes per hour;
- b. split examination arrangements;
- c. assignments rather than examinations;
- d. oral examination; and
- e. restructuring examination questions (e.g. short answer format to multiple-choice format).

## Status and Details

<b>Status</b>	Historic
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