Arrangements for Reasonable Adjustments in Examinations for Students with a Disability - Guidelines

1. Purpose and Objectives

These guidelines enact PPL 3.50.06a Academic Adjustments – Policy and PPL 3.50.09b Arrangements for Reasonable Adjustments in Examinations for Students with a Disability – Procedures.
2. Definitions, Terms, Acronyms

**Reasonable adjustment** – for these guidelines, a reasonable adjustment is a change to an examination which may alter, within reason, the specific activities but retains the essential learning objectives for the course or program.

(1) For these guidelines, an adjustment is reasonable if it balances the interests of all parties affected.

Judgements about what is reasonable for a particular student, or a group of students, may change over time.

(2) In assessing whether a particular adjustment for a student is reasonable, regard should be had to all the relevant circumstances and interests, including the following:

a) the student’s circumstances;

b) the views of the student;

c) the effect of the adjustment on the student, including the effect on the student’s:

i) ability to achieve learning outcomes; and

ii) ability to participate in courses or programs; and

iii) independence;

d) the effect of the proposed adjustment on anyone else affected, including the University, staff and other students;

e) the costs and benefits of making the adjustment.

A detailed assessment, which might include an independent expert assessment, may be required in order to determine what adjustments are necessary for a student. The type and extent of the adjustments may vary depending on the individual requirements of the student and other relevant circumstances. Multiple adjustments may be required and may include multiple activities. Adjustments may not be required for a student in some circumstances.

(3) In assessing whether an adjustment to the course or program in which the student is enrolled, or proposes to be enrolled, is reasonable, the University is entitled to maintain the academic requirements of the course or program, and other requirements or components that are inherent in or essential to its nature.

[for further information regarding reasonable adjustment for disabilities, see Disability Standards for Education 2005](#10)]

**Student with a disability** – is a student identified as having a disability as defined in the [Disability Discrimination Act 1992](#11).
3. Guidelines Scope/Coverage

These guidelines apply to all students with a disability at the University of Queensland and include all scheduled exams including school-based exams, deferred exams and supplementary exams.

4. Guidelines Statement

In observing PPL 3.50.09b Arrangements for Reasonable Adjustments in Examinations for Students with a Disability – Procedures [13], the below matters can also be considered.

5. Other Considerations

i) Arrangements for Reasonable Adjustments are not intended to be prescriptive but to assist those responsible to achieve a measure of consistency. It must be recognised that each student's needs are individual. Not all needs will fit comfortably into a set of predefined categories.

ii) Reasonable Adjustments as outlined in the Disability Standards for Education (2005) [10] do not specify resources, such as a word processor or Braille paper, or physical arrangements, such as a private examination room. These types of arrangements vary considerably and should be set on a case by case basis.

iii) It will be important for the University to be flexible in the application of the procedures. Students with short term or degenerative disabilities will receive specified review dates so that they can regularly consult with Disability Services to revise their adjustments where necessary. Approved Adjustments will discontinue if they are not revised after the review date. Students with chronic and unchanging disabilities may not need to regularly review their adjustments through Disability Services. These students can expect the reasonable adjustment arrangements to be maintained for them throughout their program.

iv) All students, regardless of the review date on their adjustments, will be required to notify the Manager Examinations prior to each examination, of the need for these arrangements to be implemented, by submitting a Request for Alternative Examination Arrangements form (PDF [8]) or (Word [9]). The University retains the right to request further details of the impairment from the student if it is believed this would assist in making appropriate examination arrangements.

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