IN A NUTSHELL

Giving you a brief overview of how to navigate your alternative arrangements for exams and class tests, and how to apply for flexible deadlines or attendance – the most common adjustments supported by Disability Support Services.

See also the Special Consideration - DSS process document which gives more detail on how to apply and what to disclose.

If you are unsure about these or any other adjustments contact your DSS Adviser.

PROCESS SUMMARY

ADJUSTMENTS IN CENTRAL EXAMS VS CLASS TESTS

Extra time, or any adjustments to timed sit-down written assessments, are invoked differently depending on which part of the university is administering the assessment – the central Assessment Operations, or your faculty or department which teaches the unit.¹

- Detailed adjustments for written exams are commonly tailored specifically for centrally run exams.
- Centrally run exams are adjusted automatically, and no action from students is required.
- Adjustments to centrally run exam dates or times or permitted materials must be approved by Chief Examiners. Requests are managed by DSS following publication of the exams timetable.

- Variations or omissions to adjustments might apply in contexts other than central exams (e.g. faculty run tests and external exam venues). Some students may require adjustments only in their major, centrally run / final exams.

- Students and examiners may negotiate adjustments to tests and exams run by faculty, based on the recommendations for central exams. DSS can assist this process if needed.
- Students must notify examiners of their requirement for adjustments 2 weeks in advance of faculty run assessments. Late applicants may be eligible to defer an assessment.
- DSS can arrange specialist equipment, laptops etc. and support workers, but require 2 weeks advance notice from students if the assessment is run within faculty.

¹ Exceptions include courses which are managed completely separately, such as those run at the City Law Campus. Exams for these are run locally by faculty and alternative arrangements are made automatically.
EXAMS TIMETABLE & CONFIRMATION OF ALTERNATIVE EXAM ARRANGEMENTS

- Full and complete details are emailed to students from Assessment Operations during the final weeks leading up to the examination period. The timetable published on-line mid-semester might only be accurate with respect to the dates and sessions (AM, PM, EVE).
- Print the confirmation email, arrive early and present it when you attend your exams.

NON-EXAMS SUPPORTS

- DSS commonly supports Special Consideration (for in-semester assessments) requests.
- Supported students are usually not required to provide documentation with their Special Consideration applications. Faculty decides outcomes.
- DSS does not recommend timeframes for extensions, but may sometimes assist the faculty’s decision.
- Students with potential to exceed minimum attendance requirements or regularly struggle with deadlines are advised to contact unit coordinators early for advice.
- See also the Special Consideration - DSS process document which gives more detail on how to apply and what to disclose.
- Supports relating to various other academic contexts, including practical placements, labs, support workers, timetabling, etc. can also be recommended.
IMPLEMENTATION

EXTRA TIME IN TESTS & EXAMS

- Assessment Operations uses this formula to calculate additional time allocations:
  - Extra writing time per hour x total hours scheduled.
  - PLUS extra rest time per hour x total derived exam hours (above).
- Students cannot read or write during official rest breaks.
- Rest breaks are optional and can be taken at any time.
- Extra time is measured in increments of 5 minutes.
- Full use of extra time is not compulsory.

SEATING – PRIVATE VS SEPARATE

Fully private seating is supported occasionally and judiciously e.g. if using of a reader/scribe. It is more common for a relatively small group of students to be sat together but separated from the main cohort in a designated AAA (Alternative Arrangement for Assessment) venue. This could be for logistic reasons e.g. to accommodate extra time, or because a level of privacy or reduced distraction is required by some students.

FORMATTING, SPECIALIST EQUIPMENT & SERVICES FOR ASSESSMENTS

- DSS in Melbourne lends laptops with specialist software, sloping writing boards, etc. to Assessment Operations and faculty.
- DSS arranges support workers (reader / scribes and sign interpreters) for assessments.
- Students requiring alternative formats, use of specialist equipment or support workers in faculty run assessments must notify DSS and unit coordinators two weeks in advance.
- Alternative formats, specialist equipment and support workers are arranged automatically for centrally run exams. Notice is not required.
HOW IT WORKS

BEST PRACTICE

- Contact your unit coordinators early in semester, particularly if there is potential for attendance or deadlines to be significantly impacted.
- Contact your unit coordinators 2 weeks out from any locally run tests of exams for which you might require alternative test arrangements. Also contact DSS if you have any specialist equipment requirements or need test materials converted to alternative formats. (Braille conversion might take up to 4 weeks).
- When applying for Special Consideration explain how your assessment has been impacted. You do not have to disclose sensitive personal health information, but you do at least have to confirm your reasons are related to why you are registered with DSS.
- Ideally your unit coordinators will contact you first to advise you that they are aware of your registration and what additional staff availability or supports might be available to you.
- Contact your DSS Adviser with details if you are requested to provide evidence of your registration status or eligibility for appropriate adjustments.

AUTOMATIC COMMUNICATION OF YOUR ADJUSTMENTS

- Unless you opt out, your unit coordinators and other designated teaching staff can confirm your alternative assessment recommendations in Moodle.
- Other parts of the university which may also confirm limited details of your registration and supports include: Assessment Operations, Undergraduate Scholarships, Monash Graduate Research Office, Post Graduate coordinators, and staff administering Special Consideration.
- Medical information is not automatically passed on. You can request a support letter from your DSS Advisor which can include agreed details of your condition and how your study is impacted.
- Policies governing the use of your DSS information include.
  - Data Protection and Privacy Procedure
  - Assessment in Coursework Units: Adjustments to Assessment Procedures

PLANNED IMPROVEMENTS

- Automatic notification to unit coordinators that the unit includes students who are registered for alternative arrangements.
- Students’ facility to confirm their registration details online.
## ALTERNATIVE ARRANGEMENTS FOR ASSESSMENTS (AAA)

### PROCESS SUMMARY

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<tr>
<th>EXTRA TIME</th>
<th>MISSED DEADLINES &amp; ATTENDANCE</th>
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<td>(all students)</td>
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<th>Central exams</th>
<th>Faculty run tests &amp; exams</th>
<th>Special Consideration procedure</th>
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<td>adjustments automatic - confirmation email sent from Exam Services</td>
<td>student request to unit coordinators - 2 weeks in advance</td>
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ACKNOWLEDGEMENTS

Disability Support Services revises and updates its procedures based on feedback from both students and staff. We thank all those who have contributed their thoughts so far. Students can provide feedback at any time, and are invited to participate in the annual Student Survey. The survey generally opens in the second half of the year and provides an opportunity for registered students to give feedback anonymously.
Further information

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