Alternative Examination Arrangements at UTAS

Some students with disabilities/health conditions may require alternative arrangements to successfully complete their examinations.

If you have a temporary condition (one semester only) then you will be able to apply for alternative examination arrangements by completing the Alternative Examination Arrangements form found at www.utas.edu.au/exams/exam-and-results-forms

For students with ongoing disability/health conditions, you will need to meet with a Disability Adviser and complete a Learning Access Plan application.

Please see http://www.utas.edu.au/students/shw/disability

If you have an approved valid Learning Access Plan (LAP), which includes arrangements listed under ‘Arranged by Examinations Office’, this fact sheet will help you to understand how those approved arrangements will apply to your end of semester examinations.

This information is relevant to examinations that are timetabled by the Examinations Office. These are the exams that appear in your personal examination timetable in eStudent.

During Semester/In-School Exams/Tests

If your examination is to be facilitated by the School in which you are enrolled, (e.g. practical tests, listening exams, in-class tests), you will need to organise these arrangements directly with each relevant Unit Coordinator.

As you are aware, your LAP states the following:

- Student is required to provide copies of their Learning Access Plan to all current Unit Coordinators and other relevant staff in accordance with the following deadlines:
  - New Learning Access Plan – within 10 business days of receiving this confirmation; or
  - Continuing valid Learning Access Plan – by the end of week 2 of each new semester.

  Null and void statement – Failure to meet these deadlines can result in the student having to make another Learning Access Plan application.

Therefore, it is imperative that at the start of each semester, you discuss with the relevant Unit Coordinator, any upcoming in-class tests that will require alternative arrangements as per your LAP. You must give the Unit Coordinator time to arrange these tests. Please note that this is not an automatic process.
What the Examinations Office will do

The Examinations Office is responsible for:

- entering your examination arrangements onto your student record as per your Faculty approved Learning Access Plan;
- allocating you to exam venues which meet your accommodation requirements as specified on your LAP;
- amending your examination times and dates (if required as part of your alternative arrangements); and
- providing supervisors who understand how to implement your exam requirements.

Student Responsibility

For students who have valid Learning Access Plans, the following information pertains to you, and should be acted upon when your LAP is sent to you via your UTAS email address:

- Check your Alternative Arrangements for your Examinations email as soon as you receive it to make sure the arrangements are correct and all exams have been scheduled in accordance with the accommodations on your current LAP.

- Ensure that you undertake this check in a timely manner. It needs to be done some weeks before your exams commence, otherwise changes may not be possible/practical.

- Advise errors or omissions to the Examinations Office by email at Exams.Office@utas.edu.au

- Check where your alternative examination venues are before the day of your first exam, including the location of the nearest toilet.

- Let the Examinations Office know if you have withdrawn from a unit, or if you are not able to attend an exam, or if you are ill on the day. This applies particularly to students who require a scribe and/or reader, as a supervisor is employed exclusively for that examination.

- If you believe additional exam arrangements should be listed on your Alternative Arrangements for your Examination email, DO NOT presume that you will be allowed these in your exam. Ensure that you contact Disability Services to get your LAP updated to reflect all of your required arrangements, e.g. access to medication.

- Ensure that you check your specified venue. You will not be able to have your alternative arrangements at other more general venues.

If your course changes

If you change courses, you will need to update your LAP to reflect this change. Your exam arrangements WILL NOT automatically carry over to your new course.

Statutory Declarations

If the dates or times of your examinations have been varied in line with the alternative arrangements on your LAP, there will be a note on the email you receive from the Exams Office requesting you to complete a Statutory Declaration. YOU MUST go into the Student Centre prior to the exam's to sign the declaration form. If you have not done this when you enter the exam room, the Supervisor will request that you must go to the Student Centre to complete the form before you are allowed to commence your exam.
Alternative arrangement exam venues

Although alternative arrangement exam venues may change from time to time, each campus will have a variety of rooms to cover specific needs as per your approved LAP. Please note that your exam venue is available on your exam timetable in eStudent. If you are unsure of its location please contact the Examinations Office.

You will be placed in a room where all of your exam arrangements can be met. You will not always be in the same room, as not all rooms are available for all sessions.

Queries to Unit Coordinators during exams

As per any other examination venue, all students who sit their examinations in alternative venues will be informed if there are any changes to the paper. Additionally, if you need to clarify a question with your Unit Coordinator, there will be an opportunity to do this as for any other venue.

Understanding your Alternative Examination Arrangements

There are a variety of alternative examination arrangements. If you have any queries about any of your arrangements, please discuss these with a member of the Disability Team, or one of the Examinations Team before your exam.

DO NOT WAIT until your examination commences to request explanation of an arrangement.

Extra writing time

The supervisor will add on to the total amount of time you have for your examination any extra writing time that has been approved. For example, if you have a two hour exam and an arrangement for an extra 15 minutes per hour writing time, your total exam time would be two and a half hours.

Resting time

If you have been approved resting time, you can choose whether or not to use it. You do not need to take all of your resting time at once and can take it in portions over the duration of the exam. You must let the supervisor know when you are taking your resting time so the time you take may be added to the length of your exam.

If your arrangements allow you to stretch and move around during resting time, you will be asked to do this at the back of the room to minimise the distraction to other students.

You are not allowed to write during any of your resting time.

Access to food and/or drink

If your arrangements allow you to bring food and drink into the exam, you need to make sure they are appropriate to consume in a room with other students. Avoid bringing in food that may smell or is noisy to unwrap and eat. Hot drinks are not allowed.

On the day of your exam

At the venue, before the examination commences, you must read the details on your examination envelope to check that the alternative arrangements are correct for that exam. These should match the arrangements contained in your LAP, so feel free to take a copy of your LAP to your specific examination venue. You will be asked to sign the front of the envelope before the exam commences to confirm your agreement to the arrangements.

If you have any concerns about the alternative arrangements, or you think the arrangements in place for the exam are incorrect, let the supervisor know before the exam commences. The supervisor will contact the Examinations Office to confirm if any changes should be made.

DO NOT start the exam before you are satisfied with the arrangements.
More Information

If you have any further queries regarding the administration of your exams, please contact the Examinations Office as below:

- Exams.Office@utas.edu.au
- phone 1300 361 928
- or call in to the Student Centre on your campus

If you have any queries regarding your Learning Access Plan, please contact one of the Disability Team as below:

- Disability.Services@utas.edu.au
- phone (03) 6226 7267
- or call in to the Student Centre on your campus