### A Series of Fact Sheets for Students

# Alternative Exam Arrangements

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

Temporary Disability / Health Condition

If you have a temporary condition (one semester or less) and you believe you will need alternative arrangements for your exams, then you will need to apply for these arrangements by having a medical practitioner complete the Alternative Examination Arrangements form found at [www.utas.edu.au/exams/exam-and-results-forms](http://www.utas.edu.au/exams/exam-and-results-forms).

Ongoing Health Condition or Disability

For students with an ongoing disability or health condition, you will need to meet with a Disability Adviser and complete a Learning Access Plan (LAP) application.

For further information about the LAP application process, please go to <http://www.utas.edu.au/students/shw/disability>.

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

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

During Semester/In-School Exams/Tests

If your exam is to be facilitated by the College 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:
		- Within 10 days of receiving confirmation; OR
		- By the end of week 2 of each new semester.

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

It is important that at the start of each semester you discuss upcoming in-class tests that will require alternative arrangements, as per your LAP, with the relevant Unit Coordinator. You must give the Unit Coordinator at least 2 weeks 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 College approved Learning Access Plan;
* Allocating you to exam venues which meet your adjustment requirements as specified on your LAP;
* Amending your examination times and dates (if required as part of your alternative arrangements); and
* Providing you with supervisors who understand how to implement your exam requirement.

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:

* The exam timetable is released for all students 4 weeks prior to the commencement of the exam period.
* Students with LAP including exam arrangements should receive an email within 2 weeks after the release of the timetable to their UTAS account, with an attached letter stating what arrangements will be provided for each of your exams. This information does not appear in eStudent. At this time, your eStudent timetable should show the dates and times of your exams.
* The venues will be viewable 2 weeks prior to the commencement of the examination period.

Make sure you:

* Check the alternative arrangements that are contained in your exams email as soon as you receive it to ensure the arrangements are correct and all exams have been scheduled in accordance with the adjustments 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.
* Advise errors or omissions to the Exams Office by email at Exams.Office@utas.edu.au
	+ In this email, ensure that you include your full name and Student ID
	+ Where possible, attach a copy of your approved LAP and copy in your relevant Disability Adviser
	+ Provide detail as to the error
* Check where your alternative examination venues are before the day of your first exam, including the location of the nearest toilet.
* If you have been allocated a separate room and / or a scribe or reader, you are not able to attend an exam or if you are ill on the day of the exam, or if you have withdrawn from a unit, please let the Exams Office know.
* If you believe additional exam arrangements should be listed on your approved Learning Access Plan or in the Alternative Arrangements in your exams email, please do not presume that you will be allowed these in your exam. Ensure that you contact Disability Services as early as possible to get your LAP updated to reflect all the required arrangements

e.g. access to medication.

* + This may take some time to be processed, so please check this as early as possible
* Ensure that you check the venue on your exam timetable. Students with alternative exam arrangements will not be timetabled to sit their exam in one of the main exam venues e.g. the Activities Centre.

### If your course changes or if your LAP is no longer VALID

* If you change courses, you will need to update your LAP to reflect this change. Your exam arrangements WILL NOT carry over to your new course.
* Similarly, ensure that your LAP is VALID for the current semester and that it is not expired.
* In either situation please contact Disability Services immediately to find out whether there is time to get your LAP updated.

### Statutory Declarations

If the dates or times of your exams 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. To do this you must visit UConnect 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 go to UConnect to complete the form before you are allowed to commence your exam.

Getting the Stat Dec completed:

* The stat dec is not available on the UTAS web page – you must complete this at U Connect in person.
* You will need to know which of your exams (codes and titles) that you are sitting late or early.
* If you live a long distance from campus, you will need to factor in getting your stat dec completed at UConnect before your exam commences.
* UConnect are open early on each exam day but they can be very busy at those times. It is best not to leave completing the stat dec to the morning of your exam.
* It’s always good to be well organised beforehand to decrease your levels of anxiety and minimising any unforeseen circumstances.

When can you sign the statutory declaration?

* As soon as the timetable has been released and you have received the letter

Once the Stat Dec is completed:

* You will need to take a copy of the completed stat dec to your exam with you. If you arrive at the venue without a copy of the stat dec, you will not be able to start your examination until it is confirmed that you have signed a stat dec.
* Note - UConnect provide a copy of the completed stat dec to the Exams Office for their files

### Alternative Examination Arrangement 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 Exams Office well in advance of your exam date.

Your exam will be 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.

Understanding your Alternative Examination Arrangements

There are a variety of alternative exam 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 Exams Team well in advance of your exam.

Please do not wait until your examination commences to request explanation of an arrangement.

### Extra writing time

Any extra writing time listed on your LAP will be added to the total amount of time you have for your exam. 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 to use it. You do not need to take all 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.

The supervisor will let you know how much resting time you are allowed.

For example, if you have a two hour exam and an arrangement for an extra 15 minutes per hour resting time, you will be allowed to take up to 30 minutes of time to rest throughout 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, alternatively you may be supervised out in the corridor.

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/or 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 these 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 Exams Office to confirm if any changes should be made.

Please 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

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 1800 817 675

UConnect Contact Details:

Phone: 1300 361 928

<https://askus.utas.edu.au/>