

TASC REASONABLE ADJUSTMENTS

REASONABLE ADJUSTMENTS APPLICATION FORM (RA3) PERSONAL CIRCUMSTANCES/MISADVENTURE

This form is for students who require reasonable adjustments to be made for their external exams for courses accredited by Tasmanian Assessment, Standards and Certification (TASC) due to personal circumstances or misadventure.

This form, along with the evidence required, must be returned to TASC by 27 September 2024. This allows time for TASC to process your reasonable adjustments application.

Section A: Student Information

Student Details

TASC ID	
Student name	
Student's email address (must be current to receive communication from TASC regarding your application)	
School/College	

Student Declaration

I declare that, to the best of my knowledge, all the information given on this form (and attachments) is correct. I authorise any individuals whose name and address appears on this application, or the Tasmanian Government, to provide TASC with a report on the nature of my reason for seeking reasonable adjustments. I authorise TASC to discuss this application with any person who has signed this form or attachment, as is required by TASC to make a decision in regard to my application for reasonable adjustments. TASC will manage information in accordance with the [TASC Personal Information Protection Policy](#) and the [Personal Information Protection Act 2004](#).

Student signature:.....

Date: / /

Parent/Guardian signature:

Date: / /

(if applicable)

If you have any queries regarding the completion of this form, please contact TASC at enquiries@tasc.tas.gov.au

Section B: Supporting Evidence (Medical/School Statement)

This section should be completed by a Medical Professional or, for non-medical issues, by an independent witness not related to the student; for example, school contact or attending police officer.

Family name: Given name(s):

Occupation: Date of assessment:

Email: Contact number:

Signature:

Supporting Evidence

For TASC to assess this application for reasonable adjustments, supporting evidence needs to be attached to this application (e.g. medical certificate, statutory declaration, police report or death certificate). A summary of the student’s medical condition, personal circumstances or misadventure should be detailed in the section below (*if this has not been detailed in attached supporting evidence*).

Provide details on the nature of the student’s personal circumstance/misadventure and the functional impact of it upon the student, and how long it has affected the student for.

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Detail how the personal circumstance/misadventure is likely to affect the student during their externally assessed exams.

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Detail the strategies that have been implemented internally as a result of the personal circumstance/misadventure.

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List the reasonable adjustments that are being requested.

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If the use of a computer, assistive technologies, a scribe or reader is required during the exam period, list below any Level 3 or 4 TASC exams where these are **not** required (e.g., Mathematics or Science exams).

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I acknowledge that TASC may need to contact me for additional information regarding the candidate's application for Reasonable Adjustments. TASC manages information in accordance with the [Personal Information Protection Act 2004](#), and I acknowledge that the candidate has consented for me to discuss information relating to this application if needed.

Principal Endorsement

All applications must be endorsed and signed by the principal of the school/college attended.

Declaration

I declare that, to the best of my knowledge, all the information given on this form (and attachments) is correct for student:

TASC ID	
Student name	

TASC will manage information in accordance with their [Personal Information Protection Policy](#) and the [Personal Information Protection Act 2004](#).

Name of Principal (or delegate):

Signature:..... Date:/...../.....

Checklist

Before submitting your application, please ensure the following have been completed:

- Section A – Student Information and Student Authorisation
- Section B – Supporting Evidence and adjustments required
- Evidence attached (e.g. medical certificate, statutory declaration, police report or death certificate)
- The application has been signed by the school principal.

Attachment A - Possible Adjustments Available

Below are examples of possible adjustments that can be requested for external exams, all adjustments must be endorsed by the student's school/college. This is not a comprehensive list, specific adjustments for each student are dependent on the diagnosed condition, impairment or disability and what will assist them during an exam.

ADJUSTMENT	DESCRIPTION
Adapted exam papers	<p>Provided with adapted exam papers.</p> <p>For example, you may require enlarged exam papers (A4 – A3), enlarged font, specific coloured paper, additional writing space, braille etc.</p> <p>Please detail the specific requirements in Section B, 4.</p>
Assistive technologies	<p>Permission to use assistive technologies to complete your exam/s.</p> <p>The specific form of assistive technology will be dependent on the diagnosed condition, impairment, or disability, i.e. CPEN, Dragon Speak, etc. All technologies must be provided by the school. The student must be comfortable using the technology and using it as part of their day-to-day learning. The technologies must not autocorrect spelling, punctuation, grammar, etc.</p> <p>You will be seated in a smaller or separate room, depending on the type of assistive technology being used.</p>
Blood glucose monitoring	<p>Permission to use a blood glucose meter or monitor levels via a phone app. These will need to be placed on the floor next to the student.</p>
Clarifier	<p>Permission to use a clarifier.</p> <p>An English as a Second Language (ESL) trained person who is able to provide basic explanations of terms, without answering the questions. The ESL trained person must be provided by your school or college and cannot be one of your teachers.</p>
Computer	<p>Permission to use a computer to complete your exam/s.</p> <p>The computer supplied by the school will:</p> <ul style="list-style-type: none"> • be a stand-alone computer that only has access to a word-processing package and approved software • not allow the student to use predictive software or functions • not allow the student to access dictionary functions in exams where a dictionary is not allowed <p>You will be seated in a smaller room with other students.</p>

ADJUSTMENT	DESCRIPTION
Drink	Permission to bring a drink of other than water into the exam room. This must be in a clear drink bottle with a lid and no label.
Ergonomic furniture	Permission to use ergonomic furniture such as a special chair, footrest, or sit-stand desk etc. This must be provided by the school or student.
Extra time	<p>Permission to use extra time for each written exam.</p> <p>All extra time is applied at the start of the exam before the scheduled starting time of either 9:00am or 1:30pm. The only exception to this rule is applicable to the ITS315118 Information Systems and Digital Technology exam, where all extra time is applied at the end.</p> <p>Amount of extra time applied per written exam:</p> <ul style="list-style-type: none"> • 3 hour exam = extra 30 minutes • 2 hour exam = extra 20 minutes <p>Only ONE of the following extra time adjustments is permitted:</p> <ol style="list-style-type: none"> 1. Additional working time 2. Supervised rest breaks <i>For students who require movement during the exam period to alleviate the functional impact of their diagnosed condition, impairment or disability. Rest breaks can be taken as required during the allowed time. Students will need to discuss their requirements with their TASC Liaison Officer and Exam Supervisor prior to starting their exams.</i> <p>Please indicate on the application form which ONE of the above extra time adjustments is required.</p>
Food	Permission to bring a small amount of food into the exam room.
Ignore grammar	Markers will be advised to ignore poor grammar.
Ignore handwriting	Markers will be advised to ignore poor handwriting.

ADJUSTMENT	DESCRIPTION
Ignore spelling	Markers will be advised to ignore poor spelling.
Medication	Permission to take medication into the exam room.
Noise cancelling headphones	Permission to use noise cancelling headphones. These must be provided by the student or school and cannot be used to play music.
Reader	<p>Permission to use of a reader.</p> <p>The reader reads the candidate the exact text of the exam questions. The reader does not provide any commentary or interpretation.</p> <p>The reader must be provided by the school and must not be a parent, relative, friend, teacher of the student or a teacher of the course. Further information about use of a reader can be found in the TASC Reasonable Adjustment Policy.</p>
Scribe	<p>Permission to use of a scribe.</p> <p>The scribe must write the exact text as communicated by the candidate orally, through interpreted sign language, finger spelling, or any other appropriate medium.</p> <p>The scribe can use a computer as outlined in the <i>computer</i> adjustment.</p> <p>The scribe must be provided by the school and must not be a parent, relative, friend, teacher of the student or a teacher of the course. Further information about use of a scribe can be found in the TASC Reasonable Adjustment Policy.</p>
Seating arrangements	Permission to be seated as close as possible to the exit or at the front / back of the room.

ADJUSTMENT	DESCRIPTION
Separate exam room	<p>Permission to be seated in a separate exam room alone.</p> <p>This reasonable adjustment is only approved in extraordinary circumstances. The eligibility criteria for a separate room includes:</p> <ul style="list-style-type: none"> • where a student’s learning and ongoing assessment tasks have been conducted separately from their peers i.e. learning from home • where a student is unable to be examined without impacting on the exam conditions of other students and/or their own due to their diagnosed condition, impairment or disability. <p>Further information about being seated in a separate exam room can be found in the TASC Reasonable Adjustment Policy.</p>
Smaller exam room	<p>Permission to be seated in a smaller exam room with other students. The number of students in the exam room is determined by the facilities available at the school.</p> <p>There are specific adjustments that will automatically require a smaller room. It is important that students are aware that they may be sitting with others if this reasonable adjustment is requested.</p> <p>Further information about being seated in a smaller exam room can be found in the TASC Reasonable Adjustment Policy.</p>
Stammer/Stutter	<p>For practical and oral performances, the examiners will be informed of any stammering or stuttering condition and will be asked to take this into account during the assessment.</p>
Written exam instructions	<p>Spoken exam instructions provided before the beginning of exams will be provided in writing.</p>