

# AccessAbility

## REASONABLE ADJUSTMENT PLAN: INFORMATION AND TIPS

Your Reasonable Adjustment Plan is valid for a calendar year unless specified by expiry date. The Reasonable Adjustment Plan can be used to request support and academic adjustments. Information is provided below regarding AccessAbility processes and the use of your Reasonable Adjustment Plan. Remember you can contact AccessAbility at any time if you have questions or require further support.

**Please be aware that some adjustments may not be possible due to the inherent requirements or learning outcomes of your degree or specific course.**

### REGISTRATION

In subsequent years of your program, you will be automatically issued an updated Reasonable Adjustment Plan with the same adjustments unless:

- You advise us that you would like changes to your adjustments and support, in which case you will speak/meet with an advisor to discuss these changes. You can do this at any time.
- Your medical documentation needs updating, in which case you should provide this to AccessAbility (directly or via email) and your support may remain the same or need changes. We will contact you if your documentation is about to expire.
- You notify us that you no longer require support.
- Contact us if you do not receive your updated Reasonable Adjustment Plan or if you change your degree/program.

**Importantly once your Reasonable Adjustment Plan has been received ensure that you email a copy to your Course Coordinator and any relevant teaching staff at the beginning of each teaching period.**

### CLASSROOM SUPPORTS AND ADJUSTMENTS

- It is important to discuss your adjustments with your teaching staff. Contact AccessAbility if you require assistance with this process.

### COURSEWORK AND ASSESSMENTS

#### Extensions

If you have extensions as an adjustment on your Reasonable Adjustment Plan, you may use your plan as your supporting documentation when applying for an extension. This only applies when impacted by the disability/health condition for which you are registered.

- When applying for adverse circumstance in the 'details of the event that has resulted in this request' provide a statement similar to "I am registered with AccessAbility and have a Reasonable Adjustment Plan. I am experiencing an exacerbation of the condition for which I am registered".
- If your request for an extension relates to other circumstances you will need to provide supporting documentation relevant to those circumstances as outlined in the adverse circumstances policy and procedure.
- Further information regarding adverse circumstances, including how to submit an application, may be found at [AskUON](https://www.newcastle.edu.au/askuon), [askuon.newcastle.edu.au](https://www.newcastle.edu.au/askuon) (search 'adverse circumstances') or phone **(02) 4921 5000**.
- If you are applying for an additional extension or an extension for a significant period of time you will be required to provide further documentation.

#### Assessment Adjustments

- It is important to discuss your adjustments with your teaching staff. Contact AccessAbility if you require assistance with this process.

## TESTS/EXAMS (all timed assessments)

- At the beginning of each teaching period email your Reasonable Adjustment Plan to your Course Coordinators and relevant staff of adjustments you require for tests/exams (all timed assessments). This includes any quiz, test, take-home exam, practical exam or mid-semester exam and online exam.
- Contact your Course Coordinator via email at least two weeks prior to the date of your school based test/exam to request the adjustments outlined in your Reasonable Adjustment Plan.
- For weekly/fortnightly quizzes it may be practical to implement an ongoing arrangement with your Course Coordinator at the beginning of the semester.
- On-campus formal exams are organised by the Student Administration - Exams Team and run within the formal exam periods.
- Once you have been issued with your Reasonable Adjustment Plan with exam support, your support for the on-campus formal exam period will be organised for you automatically. Please search 'personalised exam timetable' on [ASKUON](#) for details. Your provisions will be shown on your personalised timetable. It is important to check your personalised exam timetable early to ensure all of your provisions have been added.
- Your Reasonable Adjustment Plan cannot be used to reschedule a formal exam. You need to apply through Adverse Circumstances and provide specific supporting documentation that covers the date of your exam.
- If you are sitting your on-campus formal exam at a different time to your cohort you will receive an email asking you to complete a Statutory Declaration. You will need a Justice of the Peace to witness your signature. To find a Justice of the Peace search 'justice of the peace' on [ASKUON](#). You will then need to take your Statutory Declaration to the exam.
- If you experience any acute medical, health concern or any other issue which impacts on your performance or ability to complete your exam, notify the exam supervisor and advise if you intend to submit an adverse circumstances application before leaving the exam room. You will then need to submit an Adverse Circumstances application with medical documentation relevant to that day. You cannot use your Reasonable Adjustment Plan for this application.

## PLACEMENT ADJUSTMENTS

- Contact the Course Coordinator to request your placement adjustments. Provide them with a copy of your Reasonable Adjustment Plan to support your request. It is important that any request be made prior to preferences being submitted. A meeting with the Course Coordinator may be required.
- Please be aware that some adjustments may not be possible due to the inherent requirements of your degree.

### For more information:

 Search [AccessAbility](#) at [newcastle.edu.au](http://newcastle.edu.au)