

School-Based Tests & Adjustments

This guide is designed to support staff to implement reasonable adjustments in the classroom to allow students to reach their full academic potential and create an environment that promotes independence and success.

Note: Please refer to the individual Reasonable Adjustment Plan for each student to determine which adjustment(s) listed here is applicable to their situation.

The arrangement and supervision of school based tests is the responsibility of school staff and the academic.

ADJUSTMENT – VENUE AND SCHEDULING	DESCRIPTION OF ADJUSTMENT	REASONABLE ADJUSTMENT FOR SCHOOL-BASED TESTS
Alternative Exam Arrangement (AEA) – venue	A student with a disability or medical condition may require an alternative venue to sit a school-based test due to adjustments required when sitting a test.	Provide an alternative venue for a student who requires exam adjustments. If there are multiple students who have requested AEA for a class test, these students are able to sit together.
Room on Own	A student with a disability or medical condition may need to sit on their own during a school-based test to avoid distracting other students sitting the test.	Provide an alternative venue for a student who needs to sit in a room by themselves.
Adtech Room – CAL Adtech Room – OUR	A student may be required to sit in the Adaptive Technology room for a school-based test due to the requirement of adaptive technology or software. The course coordinator is still responsible for supervision of the test as these rooms are only partially supervised by AccessAbility staff.	Organise for the student to sit the test in an AdTech room.



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<p>Computer Requirements</p>	<p>Student requires the use of a PC to type their test responses, as they are unable to handwrite due to the impact of their disability/health condition.</p>	<p>Provide the student with a PC to complete the school-based test.</p>
<p>Access to Venue</p>	<p>Students with mobility or physical limitations require accessible rooms for the test, which would include:</p> <ul style="list-style-type: none"> • No ramps to room • No stairs to room • Room close to toilet • Wheelchair accessible room 	<p>Provide an accessible room for the student to complete the school-based test.</p>
<p>Test Scheduling</p>	<ul style="list-style-type: none"> • A student is likely to be impacted less by their disability/health condition during either the AM or PM (e.g. side-effects of medication during AM or extreme fatigue in the PM), so it may be necessary to have the test rescheduled to an earlier or later time. • Student requires a day off between tests in order to manage the health impact of sitting a test. • Student requires time/days off between tests in order to manage the health impact of sitting an exam. 	<p>Consider the relevant student needs when scheduling the school-based test.</p> <p>Test scheduling will need to consider whether the student is required to complete a number of tests across scheduled classes during the study period.</p> <p>Refer to the individual Reasonable Adjustment Plan to determine test scheduling that is required by the student.</p>



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<p>Extra Time</p>	<p>Student requires extra time for their test due to the impact of their disability or health condition on their test performance. Extra time might include the need to take rest breaks to manage pain and fatigue, as well as the impact of symptoms on cognitive functioning.</p> <p>Student requires some or all of the following during the test:</p> <ul style="list-style-type: none"> • Rest breaks and permission to stand up and stretch • Stand up and walk around • Rest eyes • Lie down • Have food/drink • Breastfeed • Stop/start exam for toilet breaks • Permission to talk aloud • Check watch regularly <p>Students may use rest breaks to manage pain, fatigue and other symptoms associated with their disability/medical condition.</p>	<p>Allow extra time for the student to complete the school-based test.</p> <p>Refer to the individual Reasonable Adjustment Plan to determine the extension of time required by the student.</p>
<p>ADJUSTMENT – TEST DESIGN AND SUPPORT ITEMS</p>	<p>DESCRIPTION OF ADJUSTMENT</p>	<p>REASONABLE ADJUSTMENT FOR SCHOOL-BASED TESTS</p>
<p>Electronic Test</p>	<p>AccessAbility require access to an electronic copy of the test paper for formatting changes or to prepare it for use with adaptive technology.</p>	<p>Provide an electronic copy of the school-based test to AccessAbility.</p>



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<p>Additional Test Support</p>	<p>Student requires access to additional resources and/or support during the test, and this may include:</p> <ul style="list-style-type: none"> • Scribe • Reader • Support person in test room • Extra blank paper • Thick texta • Highlighters 	<p>Allow the student to have access to the relevant additional resources for completing the school-based test.</p> <p>Refer to the Reasonable Adjustment Plan to determine the additional test support needed by the student.</p>
<p>Support Items</p>	<p>Student requires access to support items. You will need to allow the student some or all of the following:</p> <ul style="list-style-type: none"> • Additional pages for test memory aid • Electronic version of memory aid • Mobile phone left on in silent mode • Auslan interpreter required • Assistance animal allowed in room • Support person allowed in room • All notification by SMS or email 	<p>Allow the student to have access to the additional support items for completing the school-based test.</p> <p>Refer to the Reasonable Adjustment Plan to determine the additional support items needed by the student.</p>
<p>Irlen Support Items</p>	<p>Student requires the use of support items to manage the impact of their Irlen Syndrome/Scotopic Sensitivity</p> <ul style="list-style-type: none"> • Irlen - Coloured overlay - Lens cleanser and cloth 	<p>Allow the student to have access to the Irlen support items for completing the school-based test.</p>



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	<ul style="list-style-type: none"> - Lamp - Irlen glasses - No fluorescent lighting - Wear hat 	
<p>Ergonomic Support Items</p>	<p>Student has a physical impairment in which they require use of ergonomic equipment to manage pain and fatigue. Ergonomic equipment may include:</p> <ul style="list-style-type: none"> • Forearm rest • Ergonomic hand equipment • IMAC keyboard • Pillow/cushion • Wrist guard • Yoga ball 	<p>Allow the student to have access to the additional ergonomic support items for completing the school-based test.</p>
<p>Support Items - Sensory Support Item Comfort Support Item Stress Management Support Item</p>	<p>Student has been approved for the use of a support item in order to best manage their symptoms, which may become exacerbated during a test. Students may require a variety of different support items to manage hypersensitivity to sensory stimuli, stress and discomfort.</p> <ul style="list-style-type: none"> • Sensory <ul style="list-style-type: none"> - Soft toy - Noise cancelling headphones - Fidget toy - Ear plugs - Sunglasses • Comfort <ul style="list-style-type: none"> - Blanket - Fan - Hat/beanie 	<p>Allow the student to have access to the additional support items for completing the school-based test.</p> <p>Refer to the Reasonable Adjustment Plan to determine the additional support items needed by the student.</p>



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	<ul style="list-style-type: none"> - Gloves - Lip balm - Mouth wash - Air conditioning room - No heating in winter • Stress - Prayer card - Stress ball - Crystal - Colouring-in page - Essential oils 	
<p>Medical Aids</p>	<p>Student requires access to specific medical aids for use during the test, whether it be planned use, or for use during a potential exacerbation of their condition. Medical aids may include:</p> <ul style="list-style-type: none"> • Band aids • Pain relief gel • Medication • Check blood glucose levels • Breathing machine • EpiPen • Eye drops • Heat pack • Cold pack • Medical tube taken to bathroom • Hearing device • Tissues • Retainer and case • Hand sanitizer 	<p>Allow the student to have access to the additional medical aids for completing the school-based test.</p> <p>Refer to the Reasonable Adjustment Plan to determine the medical aids needed by the student.</p>





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<p>Dog - Assistance Animal</p>	<p>A student may bring a service dog to class with them. The dog will be wearing a harness and identification.</p>	<p>Allow the dog to enter the class room. The dog may not enter a laboratory or be taken on placement. Speak with the student about any specific requirements.</p>
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Should a student present with a disability or medical condition, and require adjustments, please refer the student to the UON AccessAbility Team.

