



## Special arrangements for ATAR course examinations 2022

School Leaders, School Counsellors, Teachers

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## Special arrangements for ATAR course examinations 2022

### Contact

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The *Application for Special Examination Arrangements* form for the 2021 ATAR course examinations will arrive in schools in time for the start of Term 1. This form is to be used for candidates with a permanent or temporary disability that is demonstrated to impair their access to examinations under standard conditions.

It is the responsibility of the school to complete the form and submit it to the Authority on behalf of each eligible candidate. The form is not to be sent home for completion.

Completed forms should be submitted to the Authority by **Thursday, 31 March 2022**.

Any student seeking any type of variation to the standard examination conditions must have an application form submitted for them. Please ensure this requirement is brought to the attention of all students immediately to allow them sufficient time to provide the medical evidence to support an application. Illnesses, such as diabetes, are classed as permanent disabilities and candidates will need special arrangements approved to take medication, food and blood testing equipment into any examination.

Special arrangements are available for practical and written examinations.

### Application process

The 2022 application form requires details of the school's case management and remediation to address the impact of the student's disability. Schools should consider the needs of their students during Years 10 and 11, so that they trial suitable adjustments. Until a decision has been made by the Authority, all special arrangements must be considered interim and subject to change. As in previous years, specific information will be required relating to the student's essay writing ability if requesting extra working time, a computer or scribe. Essay topics must be requested for these students. Students with a reading disability must also provide recent results of the PAT-R reading comprehension test.

### Case Management

Possible adjustments are outlined in the *Guidelines for disability adjustments for timed assessments*. Adjustments outside the guidelines or based on outdated medical information should not be implemented.

Schools must ensure any adjustments at school level are in line with arrangements granted by the Authority for the ATAR course examination and appropriate for the demonstrated impediment to accessing the examination caused by the diagnosed disability. Refer to the special provisions documents on the Authority website and Section G of the application form for additional information. Arrangements offered by schools that are outside the published guidelines will not be approved for the ATAR course examination. Requests for arrangements that cannot be approved will delay the assessment process and response.

The Authority does not automatically adopt a medical/psychological provider's advice or replicate the special examination arrangements that the school may have put in place for school assessment. Applications are considered on an individual basis and decisions are based on the demonstrated functional impact of that disability in timed assessments.

Prior to implementing any special examination arrangements for a student on the basis of Irlen Syndrome, schools should consult the position statement released in 2018 by The Royal Australian and New Zealand College of Ophthalmologists, which provides updated information on this condition. It can be found at <https://ranzco.edu/news/no-scientific-evidence-that-irlen-syndrome-exists-say-ophthalmologists/>.

Schools are urged to ensure that applications for special examination arrangements, along with all supporting information, are submitted to the Authority by **Thursday, 31 March 2022**. Completed applications will be processed in order of receipt. Incomplete applications will not be processed until complete. Decisions regarding approved applications that are received by the deadline will be communicated to schools in time for implementation in Semester 2. It will be the responsibility of the school to discuss the decision with the candidate.

All case coordinators will need access to SIRS to download the decisions and supporting documentation. Please arrange this through your school administration.

Incomplete applications will not be assessed.

### **Practical examinations**

Refer to the current 11to12 Circular item '*Alternative format practical examinations for ATAR course examination candidates with long-term injury or illness 2022*' for further details. Failure to apply for special format practical examinations for these candidates will jeopardise their completion of course requirements if they are not able to undertake the standard practical examination. This may impact on the student's achievement of the WACE.

**There will be no sickness/misadventure consideration for candidates on the basis of an injury or illness existing at the start of Term 3.**

Applications for special format practical examinations will be accepted until **27 July 2022**.