

19 April 2024
Previous Policy: NA
Review Date: 1 December 2026

1 OBJECTIVES

1.1 The objective of this policy is to provide a framework for equitable adjustments to teaching and learning environments and assessments for students who have an ongoing medical condition that would otherwise negatively impact their study. This policy seeks to provide clarification regarding:

- a) the types of adjustments provided to students
- b) the eligibility requirements
- c) the timelines and evidentiary requirements for applications
- d) the delegations of authority for the assessment of applications and recording outcomes.

2 SCOPE

2.1 This policy applies to all Trinity College Foundation Studies students.

3 POLICY

3.1 TCPS acknowledges that some students may require special adjustments to the delivery and assessment of their course to provide them with an equitable opportunity of success in their studies.

3.2 TCPS will endeavour to facilitate special adjustments that are deemed 'reasonable' where evidentiary requirements are met.

3.3 TCPS seeks to be an inclusive education provider and will not discriminate against or disadvantage any student who submits a request for special adjustments.

3.4 Where a student has a pre-existing medical condition, it is expected that they will disclose this medical condition before the commencement of the intake.

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Date Approved:



- 3.5 Students should complete the *Pre-Arrival Medical Questionnaire*, including the *learning difficulties section* prior to commencement of classes or, in the case of a new illness or condition after arrival, complete the *Application for Special Adjustments* within five (5) business days of a diagnosis of a medical condition that may require a special adjustment to assessments and/or teaching.
- 3.6 Where a student has disclosed learning difficulties in the *Pre-Arrival Medical Questionnaire*, a member of the Student Services team will assess the information provided to determine whether an *Application for Special Adjustments* would be appropriate.
- 3.7 Where an *Application for Special Adjustments* is deemed to be appropriate as per 3.6 the student will complete an *Application for Special Adjustments* with the support of a member of the Student Services team.
- 3.8 Late applications will be considered where it was impractical for the student to apply within the required timeframe as per 3.5.
- 3.9 Retrospective applications will not be considered.
- 3.10 Students are required to provide a recent report or supporting letter from their treating medical professional (doctor, psychologist, psychiatrist, specialist) to outline the medical condition and the impacts it has on their ability to study and/or complete assessments.
- 3.11 A member of the Student Wellbeing team will make a recommendation via the *Application for Special Adjustments* and forward this to the *Associate Dean (Student Journey) (or delegate)*.
- 3.12 The *Associate Dean (Student Journey) (or delegate)* must
- a) acknowledge (to the student) receipt of the *Application for Special Adjustments* within three (3) business days
 - b) convene a meeting (if required) to review each application with relevant stakeholders (e.g. subject leaders; the nurse; Manager, Timetabling and Examinations and counsellors) to design and agree on an appropriate *Special Adjustment Action Plan* which considers resourcing implications and Subject Leader (or delegate) input.
 - c) present the *Special Adjustment Action Plan* to the student for sign off.
 - d) ensure that the *Special Adjustment Action Plan* is saved and shared as per the *Special Adjustments Procedure*



3.13 The Subject Leaders are responsible for seeking any required approvals (see 3.20) from the University of Melbourne Shepherds and communicating to teachers the adjustments required as stated in the *Special Adjustment Action Plan*. All approvals should be saved as per the *Special Adjustments Procedure*.

3.14 The *Associate Dean (Student Journey) (or delegate)* will advise the applicant, and relevant staff members, of the outcome via email within 10 business days of the receipt of the complete application and supporting documents.

3.15 The *Associate Dean (Student Journey) (or delegate)* is responsible for monitoring and reviewing the *Special Adjustment Action Plan* as per the *Special Adjustments Procedure*

Types of Special Adjustments

3.16 Special Adjustments may include, but are not limited to:

- a) Special seating arrangements
- b) Use of a computer during an examination
- c) Use of assistive technology
- d) Alternative format of study and assessment material
- e) Additional reading time and/or assessment time
- f) Rest breaks
- g) Alternative forms of assessment
- h) Flexible timeframes for submission of work



3.17 TCPS cannot guarantee provision of all special adjustments.

3.18 Where 3s-gip' Cjy(J0Avt' 0ip1NP925R0X' Cbp.PjSc14X9W00' Cvt' 0v1a) Tm()Tj0 -1(e)JJ36 T31.00



3.21 An *Application for Special Adjustment* may be denied in whole or part if:

- a) the application is not submitted within the nominated timeframes
- b) the required evidence is not submitted

