



CRICOS Provider Code 00301J.

To: To all relevant staff.
 From: Jackie Weinman, AccessAbility Advisor

Re: **John Sample** Student ID : **10000381**
 Date first created **23/02/2017** Valid until **31/12/2020**

This Curtin Access Plan supersedes all previous versions.

The above student has registered with AccessAbility Services and provided the required documentation from their Health Professional. The student is eligible for reasonable adjustments to their study program to enable fair and equitable access, in accordance with Curtin's Disability Access Inclusion Plan, disability policies and legislation.

The recommended reasonable adjustments outlined below are intended to enable the student to meet course requirements, however may not be appropriate if they:

- compromise the academic or inherent requirements of the unit/course;
- cause unjustifiable hardship to the education provider or any persons concerned; or
- impact on the health and welfare of the student with the disability or others.

If you have any questions or concerns about implementing the recommendations below, please contact an AccessAbility Advisor on ext 7850 or access.ability@curtin.edu.au.

Impact statement

John has a health condition which at times may impact on capacity to undertake some study activities.

Coursework

Additional time to submit assessments beyond published due date - 3 days

Fieldwork / Placements

No adjustments required

Alternative Examination/Test Arrangements (AEA)

Additional Time Requirements

Extra working time - 10 mins per hour

Food, Drink & Medications (provided by the student)

Medication - May need to take medication

Centrally scheduled exam venues

Standard equity exam venue

School Run Test/Exam Venues

Separate venue with a small group of other equity students

Alternative arrangements for school scheduled tests/examinations are the responsibility of the School/Unit Coordinator. Centrally scheduled examinations are arranged by AccessAbility Services and Examinations Office and continue for the duration of the CAP.

These recommendations may not be applicable to all assessment formats. If further advice is required, please contact an AccessAbility Services.

Information for Students

- It is the student's responsibility to distribute their Curtin Access Plan (CAP) to Unit Coordinator/s in the first week of each study period. For CAPs developed or updated during a study period please distribute within one week.
- Should a student require CAP to be distributed by AccessAbility Services, student must provide Unit Coordinator/s details to their AccessAbility Advisor at the beginning of each study period.

- To ensure alternative examination arrangements are in place for tests/examinations please note the following deadlines:
 - School scheduled assessments: CAP distributed to Unit Coordinators at least 2 weeks before assessment date.
 - Centrally scheduled exams: CAP developed 4 weeks before the exam period commences. Alternative exam arrangements are then in place for the duration of the CAP.
 - OUA exams: contact AccessAbility Services by week 8 of each study period if alternative examination arrangements are required.
- If an extension for a longer period than the additional days supported by this CAP is required, an Assessment Extension application must be lodged with further supporting documentation, in accordance with the Assessment Extension policy. The CAP does not support extensions on test or exam dates.
- Reasonable adjustments for fieldwork are subject to negotiation between the university and external fieldwork providers, and must be consistent with professional requirements.
- Contact AccessAbility Services if circumstances change (e.g. course requirements or health circumstances), plan is due for review, or if any difficulties arise in implementing this CAP.

Information for Schools/Faculties

- The Unit Coordinator should respond to the student in writing within seven days of receiving the CAP regarding application of the reasonable adjustments to the unit assessments/requirements.
- Please respect student confidentiality and privacy regarding the nature of their disability/health condition. Information should only be shared for the purposes of providing reasonable adjustments.
- The faculty/school is responsible for managing and arranging reasonable adjustments unless otherwise indicated in the CAP.
- AccessAbility Services can advise and assist with provision of support staff (eg. scribes, interpreters and note takers), specialized equipment, and study materials in accessible formats.
- The student is not required to provide further medical documentation or certificates to access the reasonable adjustments identified in this plan.

Further information about Curtin Access Plans is available at:

<https://students.curtin.edu.au/personal-support/disability/help/access-plan/>

Information for staff is available at:

<https://staffportal.curtin.edu.au/wellbeing/supporting-student-wellbeing/disabilities/supporting-students-with-curtin-access-plans/>

Jackie Weinman
AccessAbility Advisor