



## Trinity College Pathways School Reasonable Adjustments Policy

Policy Type: Divisional Policy  
Policy Number: TDCP-22.3  
Date Approved: 5 December 2025  
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### 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:

- the types of adjustments provided to students
- the eligibility requirements
- the timelines and evidentiary requirements for applications
- 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 and staff responsible for implementing the policy and associated procedure.

### 3 POLICY

3.1 Trinity College Pathways School (TCPS) acknowledges that some students may require 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 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 reasonable adjustments.



3.4 Where a student has a pre-existing medical condition, it is expected that they will disclose it in the *Health and Excursion form* prior to classes commencing.

3.5 Students do not have to disclose all medical information requested by TCPS in the form if they do not wish to. However, not doing so may affect their ability to secure adjustments for classes or assessments.

3.6 If a student has disclosed learning difficulties to TCPS, where appropriate, they may be advised to make an *Application for Reasonable Adjustments*.

3.7 *Applications for Reasonable Adjustments* made in circumstances other than those described in paragraphs 3.4 to 3.6 must be made by the following deadlines. For staff, see academic dates. For students, see the Assessment Schedule.

<b>Purpose for reasonable adjustment</b>	<b>Deadline</b>
New illness or condition that may require adjustments to assessments and/or teaching	Within five (5) business days of a diagnosis.
For exams, including those mid-program	No later than the day on which the P1 report is issued
For final exams	No later than the day on which the P3 report is issued



3.8 By submitting an *Application for Reasonable Adjustments*, a student agrees to some limited but necessary sharing of the information supplied. Access to sensitive and confidential information is limited to designated Trinity College staff.

3.9 To support their *Application for Reasonable Adjustments*, students whose circumstances will affect their studies for longer than six weeks are required to provide documentary evidence from their treating medical professional (doctor, psychologist, psychiatrist and/or specialist) dated within the past three years, except for conditions with a temporary (<6 months) or long term (>6 months) impact, medical documentation must be dated within the last 12 months. In any case, the medical documentation must outline the condition/s and the impacts it has on the student's ability to study and/or complete assessments. Acceptable documentation must include:

- a) details of the nature and duration of the disabilities or health conditions (chronic, mental, or physical);
- b) any treatment being received;
- c) whether the impairment is permanent, temporary or long term\*;
- d) the potential impact on studies and assessments; and
- e) any recommendations for adjustments.

3.10 The documentation must be in English, written on letterhead, signed and dated by the treating medical professional. If the original documentation is not in English, original documentation and translations must be provided.

### **Determination**

3.11 The Associate Dean, Student Journey (or delegate) determines the outcome of *Applications for Reasonable Adjustments*, informed by the medical advice gathered by the Director of Student Wellbeing (or delegate).

3.12 The Associate Dean (or delegate) also must advise relevant staff and the student of the outcome of the application in writing. If it is supported, the Associate Dean (or delegate) must lead the development of, and present to the student for confirmation, a *Reasonable Adjustments Action Plan* and monitor and review the Plan over time.



3.12 An *Application for Reasonable Adjustments* may be denied in whole or part if:

- a) the application is not submitted within the timeframes in paragraph 3.7
- b) the required evidence is not submitted or not translated into English
- c) the evidence does not support the need for the requested adjustments
- d) the requested adjustments are not deemed to be 'reasonable'
- e) TCPS is unable to facilitate the requested adjustments due to timing or resource constraints.

3.13 Where an *Application for Reasonable Adjustments* is denied, the student may request a review of the decision through the *Trinity College Pathways School Student Complaints and Appeals Policy*.

3.14 Where a reasonable adjustment delays the completion of the program, the student's grades will be recorded as 'withheld' until the student completes the program.

#### **Types of Reasonable Adjustments**

3.15 Reasonable 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.



3.16 TCPS cannot guarantee provision of all reasonable adjustments.

3.17 Where a reasonable adjustment relating to an assessment is approved, it must:

- a) ensure the academic integrity of the assessment
- b) assess the same learning outcomes as the original assessment
- c) ensure equity for all students in that subject
- d) maintain equivalence between marking criteria for any alternative assessment and the original assessment task.

3.18 Circumstances not considered grounds for reasonable adjustments include but are not limited to:

- a) lack of competence or familiarity with the English language
- b) a short term/acute illness assessable under the *Extensions and Special Consideration Policy*
- c) religious observance or other non-medical reasons.

### **Late Reasonable Adjustment Applications**

3.20 The *Associate Dean, Student Journey* or delegate, will determine whether a late *Application for Reasonable Adjustments* may be accepted.

3.21 *Late Applications for Reasonable Adjustments* must provide:

- a) satisfactory explanation for the late submission, with evidence supporting the argument that a timely submission was not possible
- b) all the required evidence to support the application.

3.22 No late application for Reasonable Adjustments relating to examinations will be accepted.

3.23 Retrospective applications will not be considered.

3.24 Where a student feels their performance has been compromised due to not receiving a reasonable adjustment, the student may apply for Special Consideration.



***Special Consideration* applications for students with approved reasonable adjustments**

3.25 Where a student with a *Reasonable Adjustments Action Plan* is unable to meet the assessment requirements or deadlines outlined in the Plan, the student may apply for *Special Consideration*.

3.26 *Applications for Special Consideration* outlined in 3.25 must demonstrate either:

- a) a different compassionate and compelling circumstance that prevented the student from meeting the requirements of the *Reasonable Adjustment Action Plan*
- b) an unforeseen deterioration in the student's condition that has required additional arrangements to be made.

#### **4 ROLES AND RESPONSIBILITIES**

Role / Decision / Action	Responsibility	Conditions and limitations
Submitting Application for Reasonable Adjustments in timely manner with required documentation	Student	
Identifying the possible need for an Application for Reasonable Adjustments based on information submitted in the Health and Excursions Form coordinating Application for Reasonable Adjustments and making recommendations regarding Reasonable Adjustment Applications	Director, Student Wellbeing (or delegate)	
Acknowledging receipt of the application for reasonable adjustment, determining the outcome of the application, advising relevant staff and the student of the outcome.	Associate Dean, Student Journey (or delegate)	



Role / Decision / Action	Responsibility	Conditions and limitations
Coordinating Reasonable Adjustment Action Plan	Associate Dean, Student Journey (or delegate)	
Creating Adjusted Teaching and Assessments	Subject Leaders	

## 5 DEFINITIONS

*Compassionate and Compelling circumstances:* generally beyond the student's control, may include loss or bereavement (such as death of a close family member) or family relationship breakdown; hardship/trauma (such as being the victim of crime, the sudden loss of income, severe disruption to domestic arrangements, the involvement of close family and friends in dangerous political or social unrest or natural disaster) or health issues

## 6 RELATED DOCUMENTS AND GOVERNMENT DEPARTMENTS

- Education Services for Overseas Students Act 2000 (ESOS Act)
- National Code of Practice for Providers of Education and Training to Overseas Students (the National Code 2018)
- TCPS Reasonable Adjustments Procedure
- TCPS Extensions and Special Consideration Policy
- TCPS Student Complaint Policy
- TCPS Student Complaint Procedure
- Trinity College Privacy Policy
- TCPS Enrolment Policy
- TCPS Student Code of Conduct
- TCPS Admissions Policy
- TCPS Younger Students Policy

## 7 POLICY OWNER

7.1 The Associate Dean (Student Journey) is responsible for the development, compliance monitoring and review of this Policy and any associated procedures and guidelines.

## 8 REVIEW

8.1 This Policy is to be reviewed by 5 December 2028.

## 9 VERSION HISTORY



# TRINITY COLLEGE

THE UNIVERSITY OF MELBOURNE

Version	Approved By	Approval Date	Effective Date	Sections Modified
TCDP22	Trinity College Pathways School Executive	27 July 2021	27 July 2021	New Policy
TCDP22.1	Trinity College Pathways School Executive	19 April 2024	24 April 2024	Minor updates to responsibilities
TCDP22.2	Trinity College Pathways School Executive			Minor updates regarding Late applications.
TCDP22.3	Trinity Pathways School Executive	5 December 2025	5 December 2025	Changed policy from Special to Reasonable, updated Wellbeing staff authority, moved content to & created a procedures document.