

Policy: Special Adjustments

Policy Type:	Divisional Policy
Policy Number:	TDCP-22
Date Approved:	27 July 2021
Previous Policy:	NA
Review Date:	1 December 2022

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 and Trinity College Academic English Program 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.

- 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 Services team will make a recommendation via the *Application for Special Adjustments* and forward to the *Manager, Academic Administration (or delegate)*.
- 3.12 The *Manager, Academic Administration (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 *Manager, Academic Administration (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 *Manager, Academic Administration (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 a special 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.

3.19 Circumstances are not considered grounds for Special Adjustment 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) travel or other non-medical reasons.

3.20 Delegations of Authority

Where a special adjustment may impact on the academic integrity of the assessment, UoM Shepherd approval must be sought. Otherwise Special Adjustments may be approved as per 3.12.

- 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
 - 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.

3.22 Where an *Application for Special Adjustments* is denied, the student may request a review of the decision through the *Trinity College Pathways School Student Complaint Policy*.

3.23 Where a Special Adjustment delays the completion of the program, the student's grades will be recorded as Withheld until the student completes the program.

Late Special Adjustment Applications

3.24 The *Manager, Academic Administration (or delegate)* or delegate, will determine whether a late *Application for Special Adjustments* may be accepted.

3.25 Late *Applications for Special 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.

Special Consideration applications for students with approved special adjustments

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

3.27 Applications for Special Consideration outlined in 3.26 must demonstrate either:

- a) A different compassionate and compelling circumstance that prevented them from meeting the requirements of the *Special Adjustment Action Plan*
- b) An unforeseen deterioration in their condition which has required additional arrangements to be made.

a) Privacy

3.29 By submitting an application, a student agrees to some limited but necessary sharing of information. Access to sensitive and confidential information in the *Application for Special Adjustments* is limited to designated Trinity College staff. The student will be assisted by a member of the Student Services team to complete an application. By submitting an application, the student agrees to this selective sharing of information.

4 ROLES AND RESPONSIBILITIES

Role / Decision / Action	Responsibility	Conditions and limitations
Submitting Application for Special Adjustments in timely manner with required documentation	Student	
Coordinating Application for Special Adjustments and Special Adjustment Recommendation	Student Services	
Coordinating Special Adjustment Action Plan	Manager, Academic Administration (or delegate)	
Creating Adjusted Assessments and seeking approval from UoM Shepherds where required	Subject Leaders	

5 DEFINITIONS

TCPS – Trinity College Pathways School

TCFS – Trinity College Foundation Studies

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 Complaint Policy and Procedure
- Trinity College Privacy Policy
- Marketing Department – Registrations Manual
- TCPS Policy on Variation to Enrolment
- TCPS Student Complaint Policy and Procedure
- TCPS Student Code of Conduct
- TCPS Admissions Policy
- TCPS Younger Students Policy

7 POLICY OWNER

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

8 REVIEW

This Policy is to be reviewed by 1 December 2022.

9 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
TCDP22	Trinity College Pathways School Executive	27 July 2022	27 July 2022	New Policy