

Assessment (VET and Foundation) Policy

Appendix A – Guidelines for Foundation and VET Learners:

How to Seek Reasonable Adjustments, Extensions and/or Special Consideration for Assessment

Melbourne Polytechnic is committed to supporting all learners to achieve their learning goals. We understand there can be circumstances that may impact on an individual's ability to undertake particular assessment tasks at particular times, despite them having the necessary skills and knowledge to be successful. To address this, we have put in place processes that allow alternative arrangements for assessment in certain situations.

These alternative arrangements are:

- Reasonable adjustments for learners with a disability or long-term medical condition
- Extensions to due date (for fewer than 10 days)
- Special consideration.

Each of these is described in more detail below. There are flowcharts on the following pages that show the steps to follow if you want to apply for any of these.

Whatever arrangement is approved, you are still required to achieve the same unit/module standards – you may just be able to meet those standards in a different way or at a different time.

If you are unsure if you are eligible or which of these applies best to you, speak to your Educator or Education Manager and they will help you get started.

You can also read more about these arrangements in the following policies:

- Supporting Students with a Disability Policy
- Assessment (Foundation and VET) Policy

Reasonable adjustments for learners with a disability or long-term medical condition

If you have a disability or long-term medical condition you can negotiate reasonable adjustments to your assessments.

Melbourne Polytechnic's Student Equity and Access Service (SEAS) can assist you with this. The service is free and confidential. They will assign you a Disability Liaison Officer (DLO) who will work with you and your Educators and create a plan that meets your needs; they can also provide ongoing support throughout your studies.

When you get in touch, SEAS will ask you to provide supporting documentation from an appropriate health care professional. To find out more, contact SEAS on 9269 1314.

Reasonable adjustments to assessments can include, but are not limited to:

- a modification to the method or timing of the assessment. Examples include:
 - o video rather than in person
 - o a different venue
 - o an alternative time
- use of adaptive technology
- materials provided in alternative formats.

The objective is to provide you with the same opportunity to be successful as any other learner who doesn't have a disability or long-term medical condition. As the term suggests, the adjustment needs to be

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reasonable, and the standard required to achieve a satisfactory result has to be same to ensure consistency and fairness in assessment decisions. It can sometimes take a little while to work out how best to achieve this, so it's a good idea for you to start working with your DLO and Educators early so you can plan ahead.

You should contact SEAS *as early as possible* in your studies, and definitely well before your assessments are due.

See Flowchart 1 for the steps to follow.

Extension to due date for assessment (less than 10 days)

Sometimes you may be affected by unexpected illness, injury or family/work matter that means you won't be able to complete an assessment task by the due date. If this is the case, it is important that you speak to your Educator or Lead Educator *as early as possible* and **at least 2 working days prior** to the due date.

See Flowchart 2 for the steps to follow.

The maximum extension you can have approved in these circumstances is 10 days. If you need more, you will need to apply for special consideration.

Special consideration

You may be eligible for special consideration if your personal circumstances, illness, injury or something else:

- will have a negative impact on your ability to prepare for, present or perform any assessment;
- mean you need an extension to the due date of more than 10 days; and/or
- have had a negative impact on how you performed on an assessment task.

You can request special consideration even if you already have a Disability Support Plan in place if unforeseen circumstances arise that aren't already covered in that plan.

Possible outcomes if you are granted special consideration include:

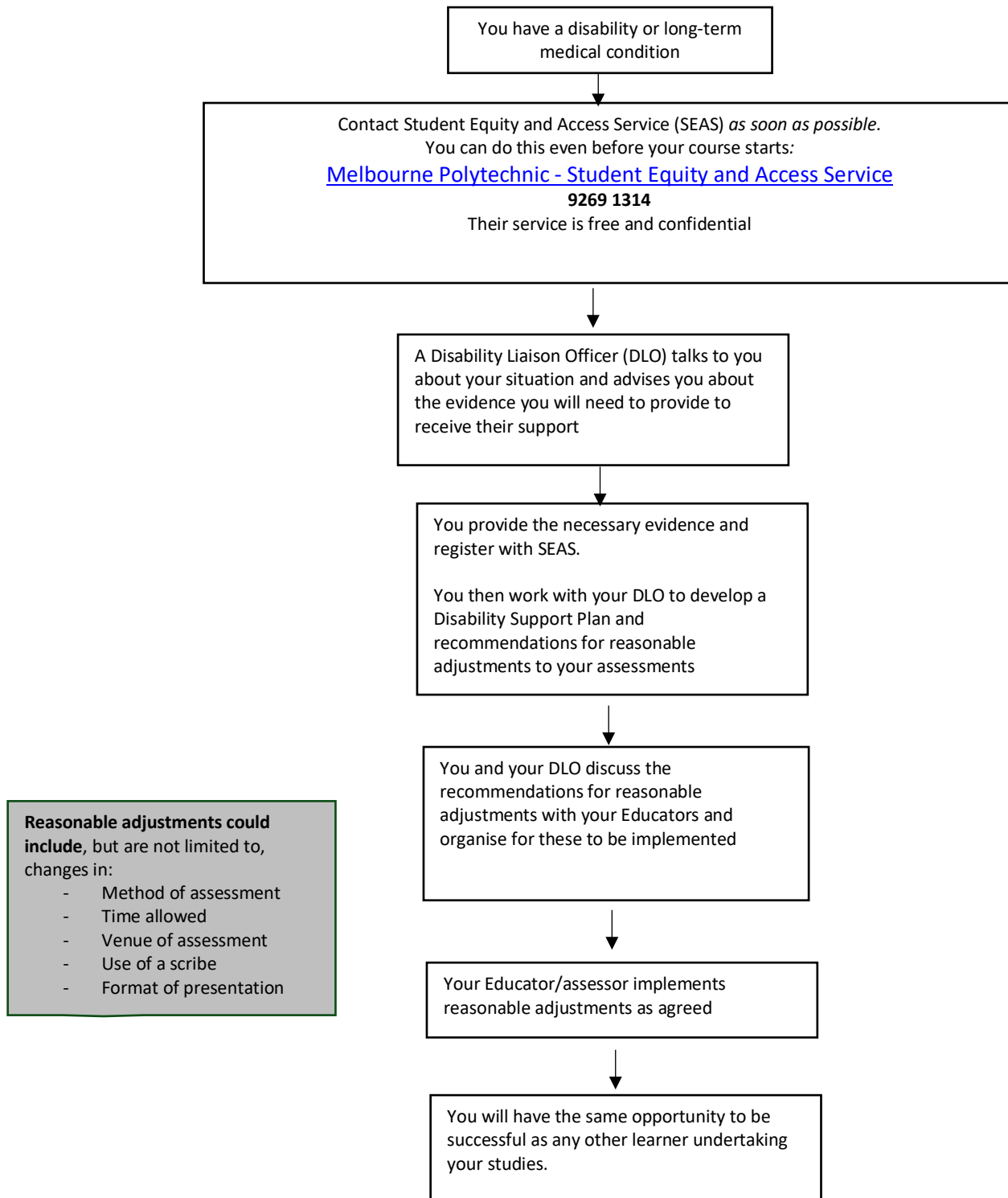
- an extension to the due date of your assessment;
- a modification to the method or timing of the assessment. Examples include:
 - o video rather than in person
 - o a different venue
 - o an alternative time
- an opportunity to resubmit an assessment.

See Flowchart 3 for the steps to follow.

Remember – we all want you to be successful. Ask for advice if you are not sure what steps to take next.

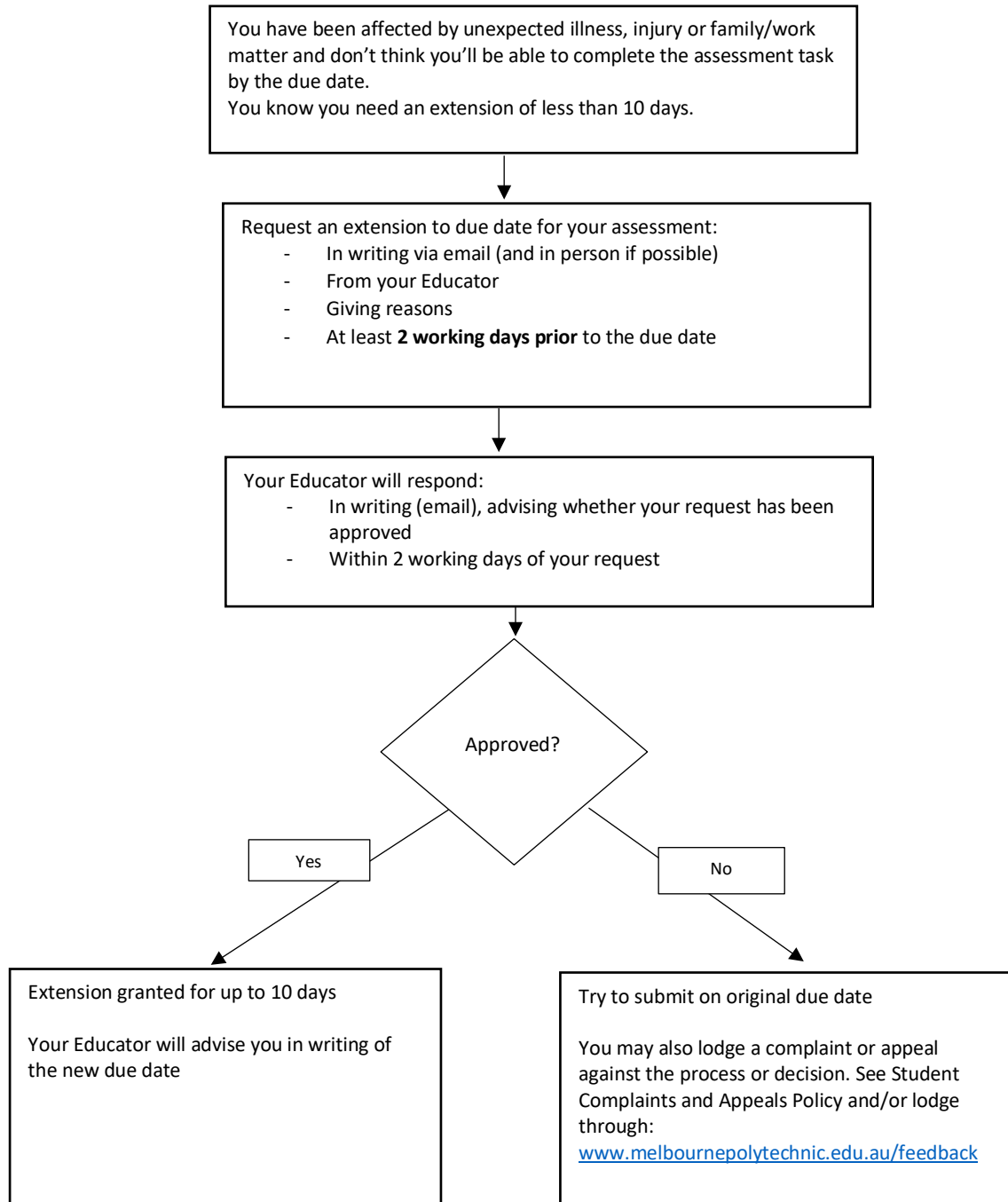
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Flowchart 1: Reasonable adjustments for learners with a disability or long-term medical condition



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Flowchart 2: Extension to due date (less than 10 days)



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Flowchart 3: Special consideration

Your personal circumstances, illness, injury or other reason:

- Have had a negative impact on your ability to prepare for, present or perform any assessment;
- Mean you need an extension of more than 10 days; and/or
- Have had a negative impact on how you performed on an assessment task.

If you are international learner, seek advice from the International Office before proceeding to determine if special consideration is the best option for you.
If you are a domestic learner, you can choose to speak to your Educator first for advice before proceeding or simply follow the steps below

Apply for special consideration:

- In writing via email
- To your Education Manager
- Include the reasons why you are requesting the special consideration and any supporting evidence (e.g. medical certificates)

You may do this any time during teaching period **but no later than 3 days after assessment due date**

The Education Manager:

- May ask for additional evidence that you must provide in a timely manner
- Will consider your request
- Will respond to you via email within 5 working days of receiving your request/additional evidence
- In their response they will:
 - o Approve/not approve your request
 - o Provide details of the special consideration granted
- Advises Educator/Lead Educator of outcome of decision

If approved

Possible outcomes:

- Extension longer than 10 days
- Reasonable adjustment, e.g. change to:
 - o Method of assessment
 - o Time of assessment
 - o Venue of assessment
- Alternative assessment task

If not approved

You may lodge a complaint or appeal against the process or decision. See Student Complaints and Appeals Policy and/or lodge through:
www.melbournepolytechnic.edu.au/feedback