



## Provision of Reasonable Adjustment for Students with Disabilities

### Purpose

These guidelines have been developed in accordance with the Disability Standards for Education 2005 to support the participation and achievement of students with identified disabilities in courses at Macleay College on the same basis as students without a disability. These guidelines do not cover students who require assistance with language, literacy or numeracy support.

### Scope of Procedure

These guidelines apply to all domestic and international students at Macleay College.

### Related Documents

This policy should be read in conjunction with the Request for Reasonable Adjustment Form and Misconduct Policy. All college policies and any associated forms referenced in this document can be downloaded from the myHandbook section of the myMacleay Student Portal (Moodle) via <http://mymacleay.edu.au/>.

### Definition of Key Terms

*Adapted from the Disability Standards for Education 2005*

**"Disability"** in relation to a person, means:

- a) total or partial loss of the person's bodily or mental functions; or
- b) total or partial loss of a part of the body; or
- c) the presence in the body of organisms causing disease or illness; or
- d) the presence in the body of organisms capable of causing disease or illness; or
- e) the malfunction, malformation or disfigurement of a part of the person's body; or
- f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour; and
  - includes a disability that presently exists or
  - previously existed but no longer exists, or
  - may exist in the future, or
  - is imputed to a person.



**“Adjustments”** means a measure or action (or a group of measures or actions) that assists a student with a disability to apply for and participate in a course and/or use the facilities or services on the same basis as other students without a disability.

**“Reasonable Adjustment”** an adjustment is reasonable in relation to a student with a disability if it balances the needs of the student and the effect of the adjustment on the student’s ability to participate in and achieve the learning outcomes of a course with the interests of all parties affected including the college, staff and other students.

## Guidelines

### Students Requiring Support

At enrolment students who identify as having a disability are required to complete a Request for Reasonable Adjustment Form and attach relevant supporting documentation about the nature of the disability and the support required.

The following information should be provided:

- the nature of the disability and how it affects the student’s ability to participate in the course
- the student’s preferred adjustment and the benefit(s) of making the adjustment
- the cost of the adjustment if known or relevant

All applications for reasonable adjustment must be genuine and made with good intent. Submitting an application for reasonable adjustment to gain academic advantage is considered an act of academic misconduct and is subject to disciplinary action.

### Deciding on Reasonable Adjustments

Macleay College may need to seek expert advice from government agencies, support organisations or medical authorities to confirm that the stated disability warrants reasonable adjustment and determine the nature of the adjustment to be made.

A decision on any adjustment(s) will be made as a result of a consultative process according to the nature of the disability. Each student will be interviewed by their Head of Faculty and advice may be sought from professionals as to the nature of any adjustment required.

The Head of Faculty will organise the consultation meeting, which will take place within five working days of the commencement date of the course in which the student is enrolled. The Head of Faculty will record the outcomes of the meeting on the student’s file.

Based on the information provided, the Head of Faculty will determine whether a reasonable adjustment is justified and the nature of that adjustment which may include:

- providing additional lighting
- providing an adjustable workstation or special seating
- modifying equipment or providing special adaptive technologies such as voice-activated computer software, special keyboard, large screen monitor or associated aids
- providing special assistance such as an interpreter for deaf candidates and provision of paper-based materials in advance of face-to-face sessions
- adapting teaching and delivery methods, without impacting on the delivery of the essential skills, knowledge and understanding required to meet the student outcomes



- adapting the assessment methodologies, without impacting on the validity of the attainment of the relevant student outcomes. For example: allowance of extra time, varying question and response modalities (such as use of oral questioning rather than written, and audiotaped or videotaped answers instead of written answers).

The following factors will also be considered to provide a student with reasonable adjustment:

- the timeframe for implementation of the reasonable adjustment
- the effect of the adjustment on anyone else affected
- the cost of making the adjustment

## Notification of the Decision

The student will be notified of the outcome of their application for Reasonable Adjustment within five working days of the consultation meeting with the student. The Head of Faculty will meet with the Pastoral Carer, Counsellor and relevant Faculty Staff to brief them on the recommended approach.

Please note that judgements about what is reasonable for a particular student, or a group of students, with a particular disability may change over time therefore the decision to provide reasonable adjustment may be reviewed on a trimester or other basis.

For more information on the Disability Standards for Education 2005 go to the Department of Education website at <https://www.education.gov.au/disability-standards-education>.

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### Approvals:

*Next Policy Review Cycle: October 2019*

The policy was first developed in August 2016. As part of the college Policy Review Cycle, this policy was endorsed by the Teaching & Learning Committee at their meeting of 20 September 2016 and ratified by the Academic Board at their meeting of 11 October 2016.