Special Examination Provisions for the School Certificate tests and Higher School Certificate examinations

INFORMATION FOR STUDENTS AND PARENTS

This leaflet is designed to inform students who have a special examination need, and their parents, of the possibilities available to assist them during the Board of Studies' examinations.

If you have a special examination need - whether it is related to a physical condition, visual impairment, hearing loss, or trouble expressing your ideas in writing - you should read this leaflet and discuss it with your parents, Year Adviser, teacher, HSC Co-ordinator or School Counsellor.

What are Special Examination Provisions?

The Office of the Board of Studies has developed the special examination provisions program to assist you in completing the School Certificate tests and Higher School Certificate examinations.

The Office aims to offer practical support to students by providing provisions such as special coloured examination papers, extra time to rest, writers or readers.

Applying for Special Examination Provisions

Special Examination Provisions application forms are available in schools, colleges and institutes of TAFE for students who intend to sit the School Certificate tests or Higher School Certificate examinations.

If you wish to apply for special examination provisions you should see your Year Adviser or School Counsellor.

In completing the application form the following steps should be taken:

1. You should indicate the provisions for which you are applying.
2. The relevant school/TAFE staff will need to indicate on the application form how your special examination need affects your work in the classroom and in examination situations.
3. Evidence of your special examination need must be included (eg medical evidence, timed essay samples or reading test results).

It is important that your school returns the completed application form to the Office of the Board of Studies by the due date, where possible.