If all the necessary information is not provided, the Office of the Board of Studies will need to contact your school to request missing information. This will delay the process of considering your application and of advising you of the special examination provisions which the Office has approved.

When a final decision has been made, the Office of the Board of Studies will send you written notification of the approved and/or declined provisions through your Principal.

Please be aware that if you have been granted the use of special examination provisions by your school for your internal examinations, this does not automatically deem that you will be eligible for the same provisions in the School Certificate tests or Higher School Certificate examinations.

**Appeal procedures**

If you wish to appeal against the Office's decision to decline a provision for which you have applied, the appeal must be submitted through your school within 14 working days of receiving your special examination provisions decision letter. Your appeal must state the reason why you consider the Office's decision is unsuitable and make reference to the evidence supplied in the original application.

The appeal must also include new supportive evidence such as further medical reports, which clearly state why you need the provision, or additional reading, writing or spelling test results.

The Office will conduct an independent review and a decision will be made within 21 days. A letter (or telephone call to your school when appeals are received close to the commencement of examinations) advising you of the Office's decision will be sent to you and to the school.

**A note to Higher School Certificate students**

If you were granted the use of special examination provisions for your School Certificate tests, this does not automatically deem that you will be eligible for the same provisions in the Higher School Certificate examinations. Any application for special examination provisions for the Higher School Certificate must be accompanied by current, detailed evidence of your examination difficulties, and will be decided on this basis alone.

**A note to parents**

If you are concerned about whether special examination provisions are appropriate for your child, you should contact the Year Adviser or School Counsellor at your child's school. [Signature]

The application form must be submitted by your child's school as it requires specific information regarding the difficulties your child may experience in a classroom or examination situation. This does not mean, however, that you should not be involved in the application process.

For further information, contact the Student Examination Support Section at the Office of the Board of Studies on:

Tel (02) 9367 8325 or Fax (02) 9367 8087
(02) 9367 8117

Address: Student Examination Support Section
Office of the Board of Studies NSW
GPO Box 5300
SYDNEY NSW 2001