



## Reasonable Adjustment to Teaching and Assessment for Students with a Disability Policy

### 1. Overview

COMMUNITY COLLEGE - NORTHERN INLAND INC is subject to the provisions of State and Commonwealth Equal Opportunity and Anti-Discrimination legislation. The Disability Discrimination Act, 1992 (DDA) - deems that people with a disability have a right to equal participation in all aspects of life enjoyed by the broader community. It is unlawful to discriminate against a person on the grounds that he or she has a disability.

### 2. Scope

This Policy applies to students who identify as having a disability and who provide us with a verification statement from a health professional, and to academic and general staff who deal with students with disabilities over teaching and assessment.

### 3. Definitions

Learning and Assessment Agreements (LAA) are negotiated agreements covering any alteration to the standard of teaching or assessment process put in place by Community College - Northern Inland Inc to address the impact of the individual student's condition. Learning and Assessment Agreement forms are available at COMMUNITY COLLEGE - NORTHERN INLAND INC

#### **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;
- e. The malfunction, malformation or disfigurement of a part of the person's body;
- f. A disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction;
- g. A disorder, illness or disease that affects the person's thought processes, perception of reality, emotions or judgement that results in disturbed behaviour;
- h. And includes a disability that:
  - i. Presently exists; or
  - j. Previously existed but no longer exists; or
  - k. May exist in the future;

**Direct discrimination** is where people with a disability are treated less favourably because of their disability.

**Indirect discrimination** is where a policy or practice that appears neutral has an unequal or disproportionate effect on people with disabilities.

**Reasonable adjustments to assessment** are variations to assessment tasks including additional time in examinations, providing examination questions in alternative formats, (e.g. audio-tape, Braille), extending due dates for assignments, doubling loan periods for library items,



provision of specialised equipment, substitution of one assessment task for another of equivalent academic merit, and provision of support personnel (e.g. readers for blind students).

**Reasonable adjustments to teaching** are variations in course delivery including audio or video recording of lectures, provision of personal notes or copies of overheads to students, provision of sign language interpreters, and using accessible venues.

**Special measures** permit the implementation of affirmative action programs or measures on the basis that treating students with disabilities in an identical way to students without a disability does not ensure equity between the two groups.

**Unjustifiable Hardship:** If a person with a disability can satisfy the inherent requirements of a course, reasonable adjustments must be made unless they impose unjustifiable hardship on the organisation. An assessment of unjustifiable hardship must consider:

- a. The nature of the benefit or detriment likely to accrue to or be suffered by any persons concerned;
- b. The effect of the disability on the person concerned;
- c. The financial circumstances and the estimated expenditure required by COMMUNITY COLLEGE - NORTHERN INLAND INC to make the required reasonable adjustments.

#### 4. Policy

- a. Students with disabilities should have the opportunity to realise their individual capabilities and gain access to and participate fully in education and training life.
- b. Students are not required to disclose the name of their disability
- c. Reasonable adjustments are made to accommodate students with disabilities without compromising the academic standard or essential nature of the course:
- d. Students with disabilities are subject to standard rules and procedures regarding assessment and teaching. Variations are only available where the student can demonstrate disadvantage as a result of disability;
- e. Adjustments are intended to minimise any competitive disadvantage that a person experiences as a result of their disability, rather than provide a competitive advantage.
- f. All agreed adjustments are to be recorded in a Learning and Assessment Agreement (LAA).
- g. Where a student with a disability fails to meet the course objectives (with appropriate reasonable adjustments in place by Community College - Northern Inland Inc), an assessment of Competency not Achieved will be recorded.
- h. If a staff member believes a student cannot meet the inherent requirements of a course due to a disability, he or she must inform the Manager/coordinator of COMMUNITY COLLEGE - NORTHERN INLAND INC.

#### 5. Responsibilities

##### 5.1 Students with a Disability

It is the responsibility of students with a disability to:



- a. Identify as a student with a disability and request information on services and support.
- b. Provide a verification statement of disability from an authorised assessing professional (eg, medical specialist, General Practitioner, physiotherapist, psychologist or audiologist). Students are advised to consult the Manager/Coordinator to discuss issues/concerns
- c. Negotiate Learning and Assessment Agreements.
- d. Advise relevant tutor/ staff personally of the functional limitations resulting from his or her disability.
- e. Fulfil the personal responsibilities agreed to in the LAAs.
- f. Where appropriate, negotiate required adjustments (4 weeks) in advance to ensure the required adjustments can be prepared/implemented.
- g. Use the COMMUNITY COLLEGE - NORTHERN INLAND INC Student Complaints process if dissatisfied with any aspect of the process.

## **5.2 Tutoring Staff Members**

It is the responsibility of tutoring staff to:

- a. Ensure that reasonable adjustments are consistent with the functional impact of the disability.
- b. Ensure that the agreed reasonable adjustments do not compromise academic integrity.
- c. Determine what print materials are required in alternative formats.
- d. Document agreed reasonable adjustments on the Learning and Assessment Agreement.
- e. Fulfil the personal responsibilities agreed to in the LAA.
- f. Request the Manager/Coordinator participate in negotiations if required.
- g. Provide to the Manager/Coordinator with assessments that need to be produced in alternative formats a minimum of (2 weeks) prior to the scheduled assessments.
- h. Inform the student in writing of the arrangements and venue for examinations.

## **5.3 Manager/Coordinator**

- a. Discuss support measures and reasonable adjustments at the request of a student or academic.
- b. Coordinate the provision of all specialised equipment (e.g. print in alternative formats, ergonomic furniture, armchairs and participation assistants).
- c. Where appropriate, coordinate additional expert advice.
- d. Where appropriate, ensure Alternative Examination/Assessment Arrangements are consistent with Learning and Assessment Agreements



- e. Evaluate services and procedures through questionnaires, focus groups and telephone surveys of students with disabilities and relevant academics and to report the outcomes to the Management Committee.
- f. Develop a process for storing copies of Learning and Assessment Agreements.
- g. Act as a point of contact for students who are dissatisfied with any aspect of the process.
- h. Ensure that course handbooks detail the process for negotiating LAAs.
- i. Apply to the Human Rights and Equal Opportunity Commission for exemption from the provisions of the DDA where reasonable adjustments for a student's disability would impose unjustifiable hardship on COMMUNITY COLLEGE - NORTHERN INLAND INC.
- j. Monitor and evaluate outcomes.

#### **5.4 Examinations/Assessor/Tutor**

- a. It is the responsibility of the person supervising an examination/assessment to:
  - b. Provide accommodation and supervision in alternative examination venues if required.
  - c. Be familiar with the student's procedural variations within the examination/assessment.
  - d. Ensure that where a significant amount of extra time is allocated, it includes compulsory supervised lunch or other break as negotiated.
  - e. Ensure that after an examination/assessment where a computer is used, the examination paper is printed and signed by the student and both the hard copy and disc are collected by the supervisor and returned to COMMUNITY COLLEGE - NORTHERN INLAND INC.

#### **5.7 All Staff and Students of the College**

It is the responsibility of all staff and students of COMMUNITY COLLEGE - NORTHERN INLAND INC to:

Ensure that interactions with students with disabilities respect their right to dignity, privacy, confidentiality and equality.