Alternative Examination Arrangements at Curtin

If you have a disability or medical condition that affects you in examinations, you may be eligible for alternative examination arrangements.

Please make an appointment to see or speak to a Disability Counsellor for an assessment of your eligibility, and to discuss your requirements.

In most cases, supporting medical documentation must be provided. This may need to be updated each semester depending on the nature of your disability/medical condition.

Centrally scheduled examinations

Centrally scheduled examinations are held at the end of semester and appear on the Examination Timetable. The Examinations office organizes a separate set of ‘Equity Examinations’ for any students who require alternative arrangements.

- The deadline for making alternative arrangements is 3 weeks before start of the Examination fortnight. Applications will not be accepted after the deadline except in unforeseeable circumstances.

- Arrangements do not automatically carry over from one semester to another. You must provide Disability Services with the details of the examinations you are sitting each semester.

- If you have an ongoing disability/medical condition and this is not your first set of Equity Examinations, you can submit a Fast-track form by e-mail, fax or in person. The form is available from Counselling and Disability Services or can be e-mailed to you on request.

- If your examination arrangements need to be adjusted for any reason, please discuss this with a Disability Counsellor.

- Equity Examinations are held throughout the examination fortnight, and will be scheduled at either 9 am or 1 pm, whichever time is closest the standard time, and usually on the same day. In some cases the Equity Examination may be scheduled on the day before or the day after the standard examination.

- Once your arrangements have been made, the Examinations Office will send you an OCC (Official Communication Channel) message through OASIS approximately 1-2 weeks prior to the examinations fortnight with your Equity Examination timetable.
School based examinations

School based examinations are any examinations or tests that do not appear on the Examination Timetable. They are usually run by a lecturer or tutor during the semester or in holiday breaks (including Deferred and Supplementary Assessments).

If you are assessed by a Disability Counsellor as eligible for alternative examination arrangements, you will be provided with a Curtin Access Plan (CAP), which will specify your alternative examination arrangements.

It is your responsibility to provide your CAP to your Unit Coordinator/s at least 2 weeks before the date of the school based examination.

The Unit Coordinator is responsible for making the arrangements. You may need to check that the arrangements are in place if they have not been confirmed by the week before the examination.

Contact details:

**Disability Services**
Counselling and Disability Services
Building 109, Level 2
Curtin University Bentley Campus
Phone: (08) 9266 7850
Fax: (08) 9266 3052
TTY: (08) 9266 4112
Freecall: 1800 651 878
E-mail: disabilityservices@curtin.edu.au

**Examinations Office**
Phone: (08) 9266 7016
E-mail: examinations@curtin.edu.au

- Make Equity Examination arrangements **before the deadline** each semester.
- Provide the Disability Counsellor with complete and accurate information regarding your examinations - name and number of the unit, name of Unit Coordinator, school or department, and format of examination if this is relevant to your arrangements (e.g. multiple choice, essay).
- Check the OCC for notification of your Equity Examination arrangements.
- Notify Examinations **as soon as possible** if you are unable to attend your Equity Examinations due to deferral, withdrawal, illness or any other reason.
- Attend the examination/s at the specified equity venue.
- Discuss any difficulties with your examinations with the Disability Counsellor.