

# Learning & Assessment Arrangements in Examinations

## Students who are primary carers or students who are pregnant

**Information for students applying for learning & assessment arrangements because of the impact of family/caring responsibilities or pregnancy.**

### Steps in the approval process:

1. Contact your ALO (Academic Liaison Officer) in your Faculty. If you are enrolled in a double degree you need to see the ALOs in both Faculties. Find your [ALO\(s\)](#).
2. Things to take when you see your ALO:
  - > Documentation of your situation and how it is likely to impact on your studies. If no documentation is available, your ALO may accept a statutory declaration (form available at newsagents, post offices or Student Services).
  - > A list of your subjects, and the course outlines if available.
3. If you need Assessment Arrangements for tasks other than centrally administered exams the ALO will advise your lecturers. Check with your lecturers before the assessment task is scheduled to ensure they are aware of the arrangements authorised by your ALO.
4. To have arrangements made in future semesters you need to contact your ALO again by the census date for the teaching period at the latest.

### The rationale for assessment arrangements:

University policy makes it possible for adjustments to be made to the time frame of assessments if you have significant carer responsibilities or if your Assessment will be significantly affected by your pregnancy.

For information about UTS equity policies see: <https://www.uts.edu.au/about/uts-governance/policies/uts-policy/staff-and-students-carer-responsibilities-policy>

UTS Equity, Inclusion and Respect Policy: <https://www.uts.edu.au/about/uts-governance/policies/uts-policy/equity-inclusion-and-respect-policy>

The Academic Liaison Officers are responsible for negotiating and approving Assessment Arrangements with subject coordinators and lecturers. If you are not satisfied with the ALO's decision about Assessment Arrangements you can appeal to your Responsible Academic Officer/ Associate Dean.

### Note: Special consideration

Please note that Special Consideration in Assessments is a separate process from Learning & Assessment Arrangements, and relates to circumstances during the semester which impact on students' performance. Requests for Special Consideration are assessed by lecturers and subject coordinators. The form is available online at <https://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special>

# Learning & Assessment Arrangements in Examinations

Students who are primary carers or students who are pregnant

Academic Liaison Officer (Name) \_\_\_\_\_ Faculty \_\_\_\_\_

Academic Liaison Officer (Name) \_\_\_\_\_ Faculty \_\_\_\_\_

Current semester:  Autumn  Spring  Summer Year 20 \_\_\_\_\_

## STUDENT DETAILS

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_

Student ID \_\_\_\_\_ Course (incl. Code) \_\_\_\_\_

Phone \_\_\_\_\_ UTSEmail \_\_\_\_\_

Attendance Pattern  F/T  P/T  Sandwich  Block  Distance

**IMPORTANT: Your address as registered on the Student Administration System of the University will be used to correspond with you about this application. It is your responsibility to ensure these details are up-to-date. To change your address with the University, use "My Student Admin".**

## I AM REQUESTING ASSESSMENT ARRANGEMENTS IN

Autumn  Spring  Summer  Year 20 \_\_\_\_\_  
 Centrally administered Examinations  Faculty based Examinations  Other Assessments  
 (must see your ALO each semester)

### Supporting documentation:

Is attached and is from: \_\_\_\_\_  
 Is kept on file with ALO

## REQUESTED EXAM PROVISIONS

Centrally administered Examinations  Faculty based Examinations  Both

Please tick appropriate option(s)

Ergonomic chair, without arms  
 Extra time of 10 mins per hour; for additional bathroom breaks  
 One exam per calendar day  
 Frequent bathroom breaks  
 Exam located close to bathroom  
 To sit a Faculty exam at a later date  
 Other: \_\_\_\_\_

No early morning exam (start time from 10 am)  
 No morning exam (start time from 12 midday)  
 No afternoon exam (start time prior to 12 midday)  
 No evening exams (start time prior to 4 pm)  
 No weekend exams

## RESCHEDULING TO ALTERNATIVE EXAM WEEK

### Late Application requiring automatic rescheduling of centrally-conducted exams to the Alternative Exam week

Application after deadline

If you have made this application after the [deadline](#) your centrally-conducted exams for the current session will be rescheduled to the [Alternative Exam Week](#). If your application covers future teaching sessions, your exam will be scheduled during the main examination period (Final Assessment Period) for future teaching sessions.

Enter session required:

Enter year:

**Request to reschedule exam/s to the Alternative Exam Week**

I am requesting to reschedule the following exams to the [Alternative Exam Week](#)

**Subject number, title and Subject Coordinator**

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**CHANGES TO ASSESSMENT ARRANGEMENTS DURING SEMESTER**

(Examples of assessments: essays, individual and group assignments, reports, lab work, practicums, clinical placements, individual and group projects, online debates)

Extension on due date of an assignment

Details:

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**Student: please be sure to sign a second page**

**DEFINITION/ DETAILS OF EXAM PROVISIONS**

**Ergonomic chair without arms:** Standard ergonomic chair without armrests attached

**Exam located close to bathroom / accessible bathroom:** Exam is located on the same floor as a bathroom. No stairs are between the exam room and accessible bathroom.

**Extra time:** This amount of time is added to the scheduled exam duration on a whole hour basis for centrally-conducted examinations and a pro-rata basis for faculty-based exams, quizzes and tests.

**Frequent bathroom breaks:** Exam time continues during this break.

**No early morning exams:** Exams will have a start time from 10am

**No morning exams:** Exams will have a start time from 12 midday

**No afternoon exams:** Exams will have a start time prior to 12pm

**No evening exams:** Exams will have a start time prior to 4pm

**Pro-rata exam time:** The pro-rata exam time for faculty-based exams is based on calculating the approved exam time in accordance with the scheduled duration of the exam / test. The ALO may approve additional amounts of extra time, for specific exams / tests depending on the situation.

**Cut-off dates\*:**

<p><b>Faculty-based Exams</b> – please make your applications by the Census date or at least two weeks prior to the exam date.</p>
<p><b>Centrally-conducted Exams</b> – please make your applications by the Census date. Closing dates and information about late applications is listed at:  <a href="http://www.sau.uts.edu.au/assessment/exams/dates.html">www.sau.uts.edu.au/assessment/exams/dates.html</a></p>

## UTS: APPLICATION FOR ASSESSMENT ARRANGEMENTS

STUDENTS WHO ARE PRIMARY CARERS OR STUDENTS WHO ARE PREGNANT

Autumn

Spring

Summer

Year 20\_\_\_\_\_

**Semester details must be given to your ALO as soon as possible but no later than the census date for the teaching period**

Subject No.	Subject Name	Coordinator	Assessment Tasks for semester	Agreed arrangements (to be filled in by ALO)
EXAMPLE:			Eg. centrally administered exam 2 faculty based exams or 1 group project, 2 essays	As defined on first page Eg 1 individual project, 2 essays

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ALO USE: ALO approval granted:  yes  no  not required Date: / /

ALO (please printname) \_\_\_\_\_

Signature: \_\_\_\_\_

**ALO:** If approval is given for assessment arrangements in centrally administered examinations please send one copy-of this to examinations staff in Student Admin Unit.  
If approval is given for faculty based assessments this does not need to go to SAU.

**ALO USE**

**Storage of documentation**

kept in file with ALO

**Distribution of this form**

ORIGINAL must be kept by ALO

COPIES:

- Student
- SAU for centrally administered exams (via internal mail or Fax 1124)

## RELEASE OF INFORMATION

### Verification of Registration

To provide services, we will need to verify your registration with Faculty staff. If you have any questions, concerns or do not want to provide this level of consent, please do not finalise this section so we can discuss with you in your appointment. Return to the Completion Preferences Question above and change your preference to 'Complete during appointment':

- I give permission for my Carer/Pregnancy Registration to be verified with relevant Faculty staff

### Option to share further details about your carer responsibilities / pregnancy

You can choose to share further details about your carer/pregnancy information with Faculty staff. Please select one of the options below:

- I give permission for the ALO to share the following information about my carer/pregnancy information when liaising with Faculty staff
- I do not give permission for the ALO to share information about carer/pregnancy information when liaising with Faculty staff

### Share carer/pregnancy impacts

Impacts is a description of how your carer responsibility/pregnancy affects your study e.g. can sit/ stand for short periods of time; experiences fatigue

- The impact(s) of carer responsibility/pregnancy on studies as per documentation and consultation with the ALO