

5.0 SPECIAL PROVISIONS

In the case of extended absences, or extenuating circumstances as determined by Administration and Guidance staff, a level of achievement may be determined commensurate with that obtained for other test instruments in that semester. Special provisions may also be relevant for students with specific educational needs. It is a positive act of making reasonable adjustment to assessment requirements and conditions to ensure that assessment is equitable.

Policy on Special Provisions for School-based Assessments in Authority and Authority-registered subjects (QCAA July 2015) is as follows:

The responsibility for making decisions about special provisions lies directly with the schools. However, this policy should serve as an appropriate guide and reference for schools in making those decisions.

“Special provisions” means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Special provisions may apply to any student, depending on the circumstances. In making a decision about special provisions, the school is required to consider what adjustments to assessment conditions are reasonable in the circumstances.

Exemption (allowing non-completion of some particular piece of assessment)

An exemption will only be allowed when there is sufficient alternative information to make a judgment about an exit level of achievement without the student having to complete a particular assessment instrument. For example, an exemption may be appropriate where a student has missed an assessment instrument due to illness or because of some other legitimate absence, and completing the assessment would place an unreasonable burden on the student.

An exemption is inappropriate if it results in insufficient evidence being available to make a judgment about the student’s exit level of achievement, or the student being unable to meet the mandatory requirements stated in a syllabus or study area specification.

Copies of the following attachment are available at the Student Centre or can be downloaded from the school website.



Everton Park State High School

An Independent Public School

EVERTON PARK STATE HIGH SCHOOL Request for Extension of Time for an Assessment Instrument

STUDENT NAME:		YEAR LEVEL:	
SUBJECT:		TEACHER:	
ASSESSMENT INSTRUMENT:		ORIGINAL DATE DUE:	
REASON FOR EXTENSION REQUEST			DATE:
Late Enrolment	[]	Bereavement	[]
Medical	[]	Documentation provided	YES [] NO []
Other			
PARENT/GUARDIANS SIGNATURE:		DATE:	
TEACHER COMMENTS:			
TEACHER RECOMMENDATION:		YES []	NO []
TEACHER SIGNATURE:		DATE:	
HOD COMMENTS:			
HOD APPROVAL:		YES []	NO []
HOD SIGNATURE:		DATE:	
OPTIONAL STEP			
ADMIN APPROVAL:		YES []	NO []
ADMIN SIGNATURE:		DATE:	
STUDENT ADVICE			
The request for an extension to the due date of your ASSESSMENT INSTRUMENT HAS / HAS NOT been granted. The new DUE DATE is:			
SIGNED:		(HOD / ADMIN) DATE:.....	
Student Advised by (Teacher)		DATE:.....	
Contact Method:	Phone []	Fax []	E-mail [] Mail []

Where every student is known





Everton Park State High School

An Independent Public School

EVERTON PARK STATE HIGH SCHOOL Application for Special Provisions

STUDENT NAME: YEAR LEVEL:

SUBJECT: TEACHER:

SUBJECT: TEACHER:

SUBJECT: TEACHER:

SUBJECT: TEACHER:

SUBJECT: TEACHER:

I am applying for special provisions for the following reasons:

Disability Specific type: _____

Bereavement Medical

Documentation provided YES NO Other

PARENT/GUARDIANS SIGNATURE: DATE:

GUIDANCE OFFICER COMMENTS:

.....

.....

GUIDANCE OFFICER SIGNATURE:..... DATE:

PRINCIPAL COMMENTS:

.....

PRINCIPAL APPROVAL YES NO

PRINCIPAL SIGNATURE: DATE:

HOD / SAC NOTIFICATION YES NO

DATE:

STUDENT / PARENT ADVICE

The request for special provisions HAS / HAS NOT been granted.

Principal Signature: DATE:

Student Advised by Principal: DATE:

Contact Method: Phone Fax E-mail Mail

Where every student is known

