Information for parents

Special provisions for SACE Board examinations

What are special provisions in examinations?

Special provisions in examinations can be variations to the assessment conditions of the examinations or the use of a derived result for an examination.

Eligible students who demonstrate a significant difficulty accessing the reading or writing requirement/s of the written examination can be granted appropriate provisions to assist them to read the examination questions and write their responses.

Students who experience an unexpected, significant difficulty, illness or unforeseen incident on the day of an examination may be eligible for the use of a derived examination result.

Provisions can also be granted for language oral examinations and final performance examinations in Dance, Drama and Music subjects.

Under what circumstances can my child apply for special provisions?

Your child can apply for special provisions for:

* a long term, permanent condition such as diabetes, Multiple Sclerosis or a vision impairment
* a temporary, short term condition such as a broken arm, bereavement or glandular fever just before an examination.
* an unexpected significant illness or incident on the day or immediately before an examination, e.g. tonsillitis; attendance at a funeral; migraine, or a car accident on the way to an examination.

Please note that special provisions cannot be used to compensate for learning that has not occurred during the year, for unfamiliarity with the English language, or loss of examination preparation time.

Eligibility for special provisions is based on evidence that a student is unable to participate in, or comply with the requirements or conditions of the assessment due to illness, disability, impairment, misadventure, or personal circumstances. The responsibility for providing evidence rests with the student in collaboration with their school. The evidence required to determine eligibility and establish the grounds for special provisions varies but must always include information from the student and the school. Independent evidence may be required from professionals or community members.

For a list of possible grounds for applying for special provisions, please refer to the Special Provision policy on the [students and families section of the special provisions minisite](https://www.sace.sa.edu.au/web/special-provisions/students-families/policy).

What types of special provision arrangements are available?

Schools are responsible for identifying and implementing reasonable adjustments that can be managed within the school context. Decisions about the granting of extra time, rest breaks, separate invigilation, or word processors in tests and examinations can be determined and managed by schools. The most common provisions schools are able to grant and manage for examinations include:

* *Supervised rest breaks* – time to rest, stretch, refocus or attend to medical needs (time-out, non-working time). The time used to break can be unlimited (within reason), depending on the condition.
* *The use of a scribe or word processor* – for students who demonstrate significant difficulties with handwriting legibility, expression, or spelling.
* *Extra reading time or a reader* – for students with a reading speed or comprehension below the level required to access the reading requirements the examination questions.
* *Separate invigilation* – for a student who experiences severe anxiety or difficulties with focus or concentration in a group.
* *Extra writing time* – for students with a demonstrated difficulty handwriting with appropriate speed, e.g. a student with a physical disability.
* *Alerting the examiner to your child’s condition –* this can be done if your child’s condition may impact on the way an examination may assess a performance or behaviour during an oral examination, e.g. a hearing impairment in an oral or a physical difficulty in a performance examination.

*Please note that on the basis of equity, requesting a special provision for a learning disorder does not require you to seek a current psychological report in order for your child to be considered eligible for special provisions. If you have a psychological report available, this will be considered in conjunction with other current evidence from the school.*

How does my child apply for special provisions?

The SACE Board is responsible for considering and approving requests for reasonable adjustments for eligible students in external assessments at Stage 2 that affect SACE Board processes. Applications to the SACE Board should be submitted by the school by the end of Term 1 if applying for special provisions due to a long-term, pre-existing condition. For example *Requests for External Assessment Adjustments* *(Form 31)* include:

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| Examination paper printed on (coloured) paper | Additional CD to be supplied for student |
| Enlarged examination paper | Braille examination paper |
| Supervised examination at home | Reduced examination paper (if more than 130 minutes in length) |
| Extension to SACE Board submission date (e.g. extension granted for externally assessed investigation, or to submission date for school assessed materials) | Examination to be provided on CD for reading purposes |
| Change of SACE Board performance date | Adjustments to online examinations (e.g. extra time, use of assistive technology) |
| Provision of examination in paper format | Provision of examination in electronic format |

A request for the use of a Derived Result (Form 32) requires action on the part of the SACE Board to be implemented. The SACE Board considers requests for special provisions in examinations on the grounds of misadventure and personal circumstances. To apply for provisions for the examinations the school submits an application to the SACE Board that includes a clear recommendation from the student’s principal (or delegate) regarding the eligibility of the student for special provisions and the appropriateness of the adjustment(s) requested. This evidence may include teacher comments and medical information. Applications for temporary, short-term conditions should be submitted as soon as possible before sitting the examinations or performing.

*Use of the derived result* – *for an unexpected illness or incident on the day of an examination or performance.* Please note that students are always encouraged to attend examinations or perform, with provisions in place if needed, because if this provision is granted, the student is awarded either their actual or derived result, whichever is higher. It is not uncommon for a student to do an examination, or perform with an illness and achieve a higher result that their derived result. For applications requesting the use of the derived result your child must provide medical evidence to verify his or her condition on the day of the examination. For applications for the use of a derived result, the application should be received at the SACE Board within three days of your child’s last examination or of the date of the performance examination.

How will I be notified of the outcome of my child’s application?

Once the SACE Board has made a decision, a letter will be sent to your child and the school, which will provide the outcome of your application. To ensure the letter is sent to the correct address, it is important that you ensure the school has your current postal address before submission of your special provisions application.

What if we need further information or clarification about the decision, or we do not agree with the decision?

When you receive the letter outlining the outcome of the application for special provisions, you have the opportunity to seek further clarification of any decisions made by emailing your query to the email address provided in the letter.

If you do not believe that the decisions made are consistent with the special provisions policy, you can appeal this decision by writing to the Chief Executive of the SACE Board outlining the reasons you are appealing and any redress sought.

Your appeal can be sent to the Chief Executive, SACE Board, 11 Waymouth Street, Adelaide SA 5000, or emailed to [askSACE@sa.gov.au](mailto:askSACE@sa.gov.au) Additional evidence should be submitted to support your appeal.

How do we get more information about special provisions?

More information can be obtained by:

* Speaking with the SACE/NTCE coordinator at your school
* Referring to information on the SACE Board website
* Sending an email with your query to [SACE.SpecialProvisions@sa.gov.au](mailto:SACE.SpecialProvisions@sa.gov.au)
* Speaking with SACE Board staff – 1300 322 920