



Special provisions Request for external assessment adjustments

- Requests made on the basis of known pre-existing conditions are due at the SACE Board as soon as possible in the school year so that the required adjustment(s) can be put in place.
- Email SACE.SpecialProvisions@sa.gov.au
- Refer to [Information sheet 58](#) for more information.

Name of student _____ SACE registration number

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(BLOCK LETTERS) Family name Given names

Contact school _____ SACE Board school number

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School contact person _____ School contact phone _____

School contact email _____

Student's declaration

I declare that the reasonable adjustments requested are the most appropriate for me, and all information provided to my school is true and correct. I give permission to SACE Board of South Australia officers to obtain further details from my school if considered necessary. I understand that the SACE Board will treat this information confidentially.

Signature of student _____ Date _____

Signature of parent _____ Date _____
(Required for students under 16 years of age)

I am happy for the SACE Board to contact me in the year following this request, to seek feedback on the special provisions process and the use of any provisions granted to me.

Yes. Please provide your email address: _____ No

Principal's (or delegate's) declaration

The SACE Board of South Australia as an education provider, and schools as educational institutions, share responsibilities and obligations under the *Disability Discrimination Act 1992* and *Disability Standards for Education 2005* to make reasonable adjustments in curriculum and assessment to enable eligible students to participate in programs and associated assessments on the same basis as other students. In making reasonable adjustments, the knowledge, skills, and standards of subjects and certification requirements are maintained.

Based on my review of this application and the evidence held by my school, to the best of my knowledge:

- | | Yes | No |
|---|--------------------------|--------------------------|
| • this student is eligible for special provisions on the grounds listed on page 2 of this form | <input type="checkbox"/> | <input type="checkbox"/> |
| • the adjustments listed on page 2 of this form are the reasonable adjustments most appropriate for this student in the external assessment(s) identified | <input type="checkbox"/> | <input type="checkbox"/> |
| • similar reasonable adjustments are available to this student for comparable school assessment tasks | <input type="checkbox"/> | <input type="checkbox"/> |

I have checked that all details are correct.

Name of principal/delegate _____

Signature of principal/delegate _____ Date _____

Grounds for eligibility

Identify all grounds that form the basis of this request. Please mark (x) the appropriate boxes.

Physical disability

Vision impairment

Hearing impairment

Medical condition

Psychological disorder

Learning disorder

Subjects requiring adjustments – external assessment only

For further information, please refer to the relevant instruction sheets in [Special provisions](#) on the SACE website.

The requested adjustments are required for:

All examination subjects

External assessments in the following subjects:

Subject name	Subject code

Examples of adjustments requested for a paper examination

- Examination printed on coloured paper – specify colour and shade, brand specific if possible
- Enlarged examination paper – A3, font 14 as standard
- Supervised examination at home
- Extension to SACE Board submission date
(e.g. extension granted for externally assessed investigation, or to submission date for school assessed materials)
- Change of SACE Board performance date
- Additional digital recording to be supplied for student (important for students with separate invigilation in examinations with a listening component)
- Braille examination paper
- Examination to be provided on USB as a PDF for reading purposes
- Provision of examination in electronic format for students to read and respond

Examples of adjustments requested for an electronic examination

- Provision of examination in paper format instead of electronic format
- Use of assistive technology for examination in an electronic format
- Use of a word processor instead of an electronic examination
- Use of a word processor for electronic examinations undertaken in paper format

Adjustments requested

Please be specific (e.g. ink colour, font size, font style, paper size, paper colour).

To discuss reasonable adjustments, and for further assistance, please contact the SACE Board on +61 8 8115 4854.