



Disability Provisions Policy

Policy Classification		
Policy Number:	Date of Origin: May 2014	By Whom: The Principal
Policy Audience: Public Domain	Review Dates: May 2008 March 2011 February 2016 June 2019 February 2021	Next Review Date: February 2023
Policy Approval: This policy was approved by the Board, August 2019.		
This policy supersedes all previous policies relating to matters contained herein.		
This policy is in accord with the Safeguarding Standards of Catholic Professional Standards Ltd which align with the National Principles of Child Safe Organizations.		

1.0 Rationale

- 1.1 Oakhill College understands there are circumstances that affect the ability of some students to perform at their best in examination conditions and that extra assistance in the form of examination provisions may be required. The College follows NSW Education Standards Authority (NESA) guidelines in the use of Disability Provisions for students in both internal and external examinations as well as for internal assessments, where reasonable and appropriate, in Years 7, 8, 9, 10, 11 and 12.
- 1.2 As a registered and accredited school in NSW, it is essential to ensure compliance with the NESA requirements for the award of Record of School Achievement , Preliminary Higher School Certificate and Higher School Certificate courses, as detailed in the Disability Discrimination Act 1992, the Disability Standards for Education (2005), the Assessment Certification and Examination Manual (ACE10001), and the Registered and Accredited Individual Non-government Schools (NSW) Manual (Sections 5.1.1, 5.2.1).

2.0 Guiding Principles

- 2.1 This policy is intended to ensure that students with a permanent or temporary disability are able to access and engage in an examination or complete an assessment task.
- 2.2 In making determinations regarding Disability Provisions, the College will solely consider the implications for the student's functioning in the examination or assessment task. This is regardless of the nature of the disability.
- 2.3 The College makes allowances for students with identified and documented disabilities. The provisions are applied, where appropriate, or reasonable, to class-based assessment tasks and uniformly for examination blocks for Years 7, 8, 9, 10, 11 and 12.
- 2.4 **The Principal** or their delegate has the authority to decide on, and to implement, disability provisions for school-based assessment tasks including examinations.
- 2.5 To ensure that the College's disability provisions align with the College's safeguarding standards and policy.

3.0 Policy

3.1 Identification of Students with Disabilities

- 3.1.1 Students in years 7 – 10 with diagnosed learning disabilities are managed by the Learning Support Department. Appropriate testing and documentation are collated for each individual student to justify any required disability provisions.
- 3.1.2 Students in years 11 – 12 with diagnosed learning disabilities are managed by the Office of the Director of Student Learning. Appropriate testing and documentation are collated for each individual student to justify any required disability provisions. The Learning Support Department assists with the collation of work samples or testing data.
- 3.1.3 Parents are invited to nominate their child to receive disability provisions for diagnosed disabilities. Parents are required to provide appropriate documentation to the College in support of their child's application.
- 3.1.4 College Counsellors can propose students for possible Disability Provisions based on disabilities related to mental health. In these cases, documentation is required from a treating clinician as evidence of the disability and with specific information listing the provisions required.
- 3.1.5 Students may be identified with disabilities as a result of a valid Illness/Misadventure claim and can be given provisions as required to allow them access and have equity in an

assessment task or examination.

- 3.1.6 Students with imputed diagnoses must validate their Disability provisions with appropriate external clinician reports.

3.2 Approval Disability Provisions for all students.

- 3.2.1 Final approval for Disability Provisions for all internal assessment is given by the Director of Student Learning in Conjunction with the Assistant Principal - Curriculum. This is done after consideration of all submitted evidence and documentation. The final decision is based on the expected response from NESA, if the submission was for the Higher School Certificate.
- 3.2.2 Approval for Disability Provisions for Higher School Certificate Examinations is provided by NESA based on documentation submitted to NESA on behalf of the student, managed by the Director of Student Learning.

3.3 Implementation of Disability Provisions for all students

- 3.3.1 Where Disability Provisions are approved, the Director of Student Learning (Years 11 – 12) and Academic Head of Learning Support (Years 7 10) will communicate the provision to the Examination supervisor and/or Academic Head, whichever is appropriate.
- 3.3.2 The Examination Supervisor or Presiding Officer allocates students with Disability Provisions to appropriate rooming and supervisions during examination blocks.
- 3.3.3 Where required, readers and writers are selected from the year group below the student who is accessing the provision. For Stage 4 students, teaching staff or externally approved adult readers may be utilized. NESA has also approved the use of E-PEN (electronic reading pen) and students will be trained on this technology.
- 3.3.4 The Director of Student Learning is responsible for the selection of appropriate readers and writers for Stage 6. Academic Head of Learning Support is responsible for the selection of appropriate readers/writers for Stages 4 and 5. The Learning Support staff and/or staff on the Mission team may assist in this process.
- 3.3.5 Training and guidance will be provided to students who are acting as readers and/or writers. This is normally done by the Learning Support staff prior to usage in an assessment. They are also briefed on their role and responsibilities prior to each examination. This will be done by the Examination Supervisor.

3.4 Communication with Students and Parents regarding Disability Provisions

- 3.4.1 The process for application for Disability Provisions is emailed to both students and parents to validate the Disability provisions awarded. This will be prior to assessments and/or exam blocks. Students in Year hog11 are required to complete an internally provided College Disability Provisions Application Form. Students in Year 12 complete a NESA Disability Provisions Application Form.
- 3.4.2 The Academic Head of Learning Support is responsible for notifying parents and students as to the outcomes of the application for disability provisions for Years 7 – 10 after College approval.

3.4.3 The Director of Student Learning is responsible for notifying parents and students as to the outcomes of the application for disability provisions for Years 11 and 12 after College approval.

3.4.4 Copies of the NESA decision about Disability Provisions for Year 12 student application are kept in students' files and a copy distributed to parents and students.

4.0 Procedures

4.1 Please refer to the separate Procedures Document – attachment.

5.0 Evaluation and Review

5.1 The Principal is to ensure that this policy is regularly monitored and revised in light of requirements related to section 47 of the Education Act 1990 (NSW), NESA requirements for the registration and accreditation of the school, the Disability Discrimination Act 1992 and the Disability Standards for Education (2005)

5.2 The Disability Provisions Policy is revised every two years. (Next review 2023)

6.0 Explanatory Notes and Definitions

This Policy specifically addresses the requirements of the NESA Registered and Accredited Individual Non-Government Schools (NSW) Manual - May 2014 in the following areas:

- Section 5.1 Curriculum for the Record of School Achievement
- Section 5.2. Curriculum for the Higher School Certificate

7.0 Supporting Documents, Procedures and Guidelines

- NESA Registered and Accredited Individual Non-Government Schools (NSW) Manual.
- ACE Website <http://ace.nesa.nsw.edu.au>
- Disability Discrimination Act 1992
- Disability Standards for Education (2005)