



## RANDWICK BOYS' HIGH SCHOOL

### SPECIAL PROVISIONS FOR EXAMINATIONS & MISADVENTURE POLICY

**Writing Date**                      **June 2008**  
**Implementation Date**        **September 2008**

#### **Preamble.**

This policy responds to the Board of Studies ACE Manual regarding Special Provisions for students. The ACE Manual indicates that it is the responsibility of individual schools to develop a policy for Special Provisions for students. The Board of Studies determines Special Provisions for the School Certificate and Higher School Certificate. The Board stipulates that the granting of Special Provisions for the School Certificate does not carry with it the assumption that those Special Provisions will be extended to the Higher School Certificate.

#### **Definitions.**

**Special Provisions** are extended to students who suffer from a long term condition that prevents them being able to have equitable access to the examination paper. The essence of Special Provisions is giving students the ability to access an examination, not about adjusting marks.

A **Misadventure** refers to an incident that occurs in close proximity to an exam, which affects a student's performance in a particular exam or exams. Misadventures are events from which students will recover and which do not have any long term ability to affect a student's ability to access an examination paper.

#### **Policy – Special Provisions**

1. Randwick Boys' High School recognises that some students may apply to the Board of Studies for Special Provisions for the School Certificate and/or Higher School Certificate.
2. Randwick Boys' High School does not offer Special Provisions prior to the School Certificate, except where a documented long term condition exists. Such conditions must be advised to the Principal or delegate who will determine what, if any, Special Provisions will apply.
3. Special Provisions are granted only for **half yearly and yearly (or Trial HSC) examinations not assessment tasks.**
4. In Year 10 and / or Year 12, where a student has been awarded Special Provisions by the Board of Studies, the school will observe the same Special Provisions for half

yearly and yearly (or Trial HSC) examinations. There are no Special Provisions for assessment tasks.

5. In Year 11, a student may only apply for Special Provisions based on those awarded by the Board of Studies for the preceding year. Students who did not sit for the School Certificate in the preceding year, for example students from overseas or interstate, may apply where a documented long term condition exists. Such conditions must be advised to the Principal or delegate who will determine what, if any, Special Provisions will apply. Application should be made on the attached form.
6. Special Provisions in Year 11 will be available only for the half yearly and yearly examinations.
7. Applications for Special Provisions must be made at the beginning of the year and must be supported by the Board of Studies letter advising of the provisions awarded for the School Certificate in the previous year.
8. The Special Provisions that the school can offer are some or all of:
  - a. Additional time (a 65 minute hour),
  - b. Separate rooming,
  - c. Reader and/or
  - d. Writer
  - e. Large Print examination papers
  - f. Coloured paper
  - g. Appropriate technology
  - h. Rest breaks/ dietary allowances.
9. Applications for Special Provisions to the Board of Studies must be made through the Support Teacher, Learning Assistance.

### **Policy – Misadventure.**

1. A student who suffers a misadventure may not be able to attend or complete an examination or assessment task.
2. Misadventures include events such as accidents travelling to school, the onset of illness at school, or family trauma.
3. Where a student feels he has suffered a misadventure, the student should obtain a misadventure form (copy attached) from the appropriate Deputy and return the form with appropriate evidence attached.
4. The Deputy convenes a panel to decide the veracity of the claim and a decision is made within 48 hours.
5. Typically a panel will involve the Deputy and the relevant Head Teacher. The student may be asked to provide further details to the panel.



**RANDWICK BOYS' HIGH SCHOOL**  
**APPLICATION FOR CONTINUING SPECIAL PROVISIONS IN YEAR 11**

You must complete and submit this form in Term 1 of Year 11 at *least four weeks prior to the examination period. In general, this would be no later than Week 6 of Term 1.*

Name: \_\_\_\_\_

I am seeking the award of Special Provisions for Year 11 examinations consistent with the Special Provisions awarded in Year 10 for the School Certificate.

I understand that any award of Special Provisions by the school *does not guarantee Special Provisions for the Higher School Certificate.*

I understand that *I will need to apply to the Board of Studies through the Support Teacher, Learning Assistance*, for Special Provisions for the Higher School Certificate and that these are not guaranteed.

*I understand that I may place myself at a disadvantage if I obtain Special Provisions for Year 11 and the Board of Studies rejects any request I make for Year 12.*

I have discussed this matter with my parent / caregiver (where I am under 18 years of age) and they have signed below.

The Special Provisions that I am requesting are:

- Additional time
- Separate rooming
- A reader
- A writer

- Large Print
- Coloured Paper
- Technology:
- Rest breaks/dietary allowances

These Special Provisions were granted to me in Year 10. *I attach a copy of the Board of Studies letter to me to verify this.*

.....  
Student's Signature

I have read the above and discussed this matter with my child.

.....  
Parent's Signature



Your Name: \_\_\_\_\_

Your Year: \_\_\_\_\_ Date of this application: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Review Panel:**

\_\_\_\_\_  
\_\_\_\_\_

**Panel Decision:**

- Appeal upheld
- Appeal declined

Where an appeal is *declined*, brief reasons should be provided:

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**Panel Convenor's signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**