Application for equitable assessment arrangement – medical

Personal details

Student name                       Student no.

Contact no.                        Date of birth

Program code                       Program name

School

International onshore student: Yes [ ] No [ ]

Program type: Prep [ ] TAFE [ ] Undergraduate [ ] Postgraduate [ ] Research [ ]

Use this form if you are seeking an equitable assessment arrangement in relation to one of the following circumstances:
• you have a demonstrated disability as defined under the Disability Discrimination Act 1992
• you are the primary carer (not an occasional assistant carer) of a person with a disability as defined under the Disability Discrimination Act 1992. For more information go to www.austlii.edu.au/au/legis/cth/consol_act/dda1992264/
• you are experiencing difficult life circumstances or trauma which have/has an ongoing impact.

You may arrange an appointment with the Disability Liaison Unit for advice and assistance before completing this form. For more information about the Disability Liaison Unit go to www.rmit.edu.au/disability.

Do not use this form:
• if you are seeking an equitable assessment arrangement in relation to future non-medical circumstances such as elite sporting commitments, cultural/religious commitments or unavoidable work commitments. In such cases, use the Application for equitable assessment arrangement – non-medical form, available from the student forms web page at www.rmit.edu.au/students/forms.

An equitable assessment arrangement (EAA) is a proactive plan for students who require adjustment or alteration to the standard conditions or format of an assessment due to disability, ongoing health condition or circumstances beyond their control. Equitable assessment arrangements aim to lessen the impact of a disability or inability to participate in a standard assessment activity when the assessment conditions proposed in the relevant course guide are applied. An EAA is an adjustment or alteration to the standard conditions or format of a formal assessment task/s. It does not represent a weakening or lowering of the academic standard being assessed and it will not remove the inherent requirements of a course.

There is no guarantee that the University will be able to provide eligible students with a full range of options. However, the University will provide reasonable adjustments as appropriate to individual requirements subject to time frame and resource constraints.

Is your application suitable for an EAA or for special consideration?

Special consideration is a reactive process designed to provide consideration for unexpected illness or hardship on the date of the assessment. See www.rmit.edu.au/students/specialconsideration for more information.

Equitable assessment arrangements are planned, proactive arrangements to ensure an equitable assessment environment. See www.rmit.edu.au/students/equitableassessment for additional information.

Equitable assessment arrangement

☐ I will need adjustments for my upcoming assessments.
☐ One of the circumstances listed above applies to me.
☐ I need special seating arrangements in an exam.
☐ I am unable to complete the assessment outlined in the course guide due to my disability.
☐ Other (please specify) ____________________________

Special consideration

☐ My circumstance is a one-off occurrence.
☐ The circumstance was unexpected.
☐ The assessment date has passed.
☐ Other (please specify) ____________________________

Answers to other questions can be found at www.rmit.edu.au/askrmit.
Instructions
You may arrange an appointment with the DLU for advice and assistance before completing this form.

1. Read the equitable assessment arrangement policies and procedure at www.rmit.edu.au/policies.
2. Supporting documentation (Section A). An application for equitable assessment arrangement MUST be accompanied by appropriate and substantiating documentation, and preferably a comprehensive statement. It must provide a detailed assessment of the condition/circumstance and how this may have an impact on your ability to complete assessment task/s. The impact assessment statement must be completed by an appropriate person.

3. Neither a medical certificate nor certificates/statements signed by family member/s or friends are sufficient: the impact assessment statement must be completed. You must ensure that the impact assessment statement is completed by an independent qualified practitioner such as a medical practitioner, psychologist or social worker registered with a recognised body in the country hosting your program. Support services may vary depending on the country hosting your program and available resources.
4. Sign and date the student declaration (Section B).
5. Lodge the completed form with all supporting documentation at least four weeks prior to the scheduled assessment/s. (Where a student submits an application later than four weeks before an assessment date, there is no guarantee that equitable arrangements can be organised in time.)

Note: No retrospective applications are permissible.

The application may be lodged as follows:
— at the Hub (or local Student Services Bureau)
— via email to equitable.assessment@rmit.edu.au.

6. Your application will be referred to the Disability Liaison Unit (DLU). The DLU will make contact with you within seven days of receiving your application.

Students wishing to apply for special examination seating arrangements must apply by the due date in the published academic calendar or student diary.

Please retain a copy of your application including supporting documentation.

Note: You will be notified of the outcome of your application via your RMIT student email account only. It is your responsibility to check your RMIT email account regularly and to ensure that it is able to receive mail.

Limitations
• No retrospective applications are possible.
• An equitable assessment arrangement does not cover class attendance requirements within a course as attendance is not an assessment task.
• The equitable assessment arrangement process cannot provide grading consideration in relation to any assessment.

How to contact the Disability Liaison Unit
You can contact the Disability Liaison Unit (DLU) by tel. +61 3 9925 1089, TTY: +61 3 9925 3673, fax. +61 3 9925 1091 or email dlu@rmit.edu.au.

City campus: Level 4, building 10. As you walk out of the cafeteria towards the Hub, the DLU is down the first corridor on the right.

Bundoora West campus: If you have made an appointment at the Bundoora West campus the DLU is located in building 202 on level 3. The service is located in the same building as the Refuel café but is one floor above the café. The library is also right next door (with an entrance on the ground floor). For further directions ask staff at the Hub. Call the number above if you wish to make an appointment with a disability liaison officer.

Brunswick campus: If you have made an appointment at the Brunswick campus the office is in building 514 on level 2, near the Hub. For further directions ask staff at the Hub. Call the number above if you wish to make an appointment with a disability liaison officer.

How to contact the RMIT Counselling Service
• The Counselling Service has offices located at City, Brunswick West and Bundoora campuses.
• To make a counselling appointment, tel +61 3 9925 4365.
Section A: Impact assessment statement – medical grounds

Equitable assessment is an adjustment or alteration to the standard conditions or format of an assessment. An application for equitable assessment arrangements must be accompanied by appropriate and substantiating documentation and/or evidence from a qualified practitioner such as a medical practitioner or a psychologist, registered in the country hosting your program. This information is required in order to inform the outcome of your application. Neither a separate medical certificate nor certificates/statements signed by family member/s are sufficient.

A letter or report addressing the following criteria may be provided:

1. information on your condition
2. how your study may be/or has been affected
3. whether your condition is permanent, temporary or ongoing.

Student authority for provision of information (must be completed by student)

I, the above-named student, hereby authorise my practitioner or health care provider to supply the information below and/or that contained in any attachments. I also authorise RMIT University to seek further information from my practitioner or provider if necessary.

Student signature: ____________________________ Date: ____________________________

To be completed by practitioner/health care provider

Please provide a description of the impact of the medical condition with reference to the student’s capacity to complete an assessment task to assist in determining what adjustments may be necessary for the student. Please also provide what provisions would be useful for the student’s learning. The more information you can provide the University, the easier it is for the University to assist the student. Further information may be attached.

Practitioner/provider name: ____________________________ Provider stamp: ____________________________

Address: ____________________________

Suburb: ____________________________ State: ____________________________ Post code: ____________________________

Contact number/email: ____________________________

Name of student’s disability or medical condition: ____________________________

Please indicate which category the disability/condition best fits into:

☐ hearing  ☐ vision  ☐ mobility  ☐ learning  ☐ medical  ☐ mental health
☐ other

Please indicate which description applies:

The disability condition is:

☐ permanent  OR  ☐ temporary (please indicate an end date of the impact) ___ / ___ / ___

The disability condition is:

☐ fluctuating  ☐ constant  ☐ improving  ☐ degenerating
How does the disability or condition impact on the student’s study, e.g. inability to sit for long periods, fatigue, loss of concentration? Further information may be attached.

Do you have any other comments or suggestions that may assist with determining support, e.g. rest-breaks during exams, extra writing time?

Practitioner/provider signature: ___________________________  Date: ___________________________
Section B: Student declaration

Australian onshore students

Equitable assessment arrangements can be in place for up to 12 months if circumstances so warrant (i.e. permanent disability with a stable, non-fluctuating impact). A new application may be made each year after the student’s re-enrolment. This will require the student to have a review to ensure the ongoing appropriateness of the arrangements. If you would like to discuss this further, students studying onshore in Australia should contact a disability advisor within the Disability Liaison Unit, tel. +61 3 9925 1089.

All Australian onshore students with disabilities/long term health issues are strongly advised to register with the Disability Liaison Unit, tel. +61 3 9925 1089 or visit www.rmit.edu.au/disability.

I have previously had an equitable assessment arrangement in place:
- [ ] No
- [ ] Yes – I understand that my previous EAA applications may be reviewed as part of this application

I have previously submitted an application for special consideration containing information relevant to this application:
- [ ] No
- [ ] Yes

Application number: ________________________________

Application number must be provided for this to be included

All students

I confirm that relevant evidence in support of my equitable assessment arrangement application is attached.

I declare that the information provided by me is true and correct in every detail. I acknowledge that RMIT University reserves the right to confirm the information provided and may vary or reverse any decision regarding equitable assessment arrangement on the basis of incorrect, incomplete or misleading information.

I hereby give consent for the University to contact my treating practitioner and/or other person or organisation named in my supporting documentation to confirm/clarify the information provided. I also authorise my practitioner or other person/organisation to provide information to RMIT University relevant to my request for an equitable assessment arrangement.

I understand that I may be asked to provide a more specific consent to disclosure of the information should this be required by the University.

I understand that incomplete, unsupported applications cannot be considered by the University and that provision of false or misleading information is grounds for disciplinary action.

Signature: ____________________________ Date: ____________________________