



# Special Provisions Procedures and Guidelines

Date Updated: 4/12/2017

**Yeppoon State High School**

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## Scope

The policy provides information for the establishment of special provisions for students at Yeppoon State High School. Detail is intended to outline the nature of educational need and the subsequent provisions.

The first covers needs for which reasonable adjustments can be made well in advance to meet equity requirements for students.

*Reasonable adjustments for students with specific educational needs must be planned and negotiated as early as possible so that students can be provided with appropriate support in order to commence, participate and complete course of study requirements. (A-Z)*

## Special Provisions and responsibilities

Areas for Special Provision and Responsibilities			
Provisions	Responsible	Documentation	Process/timeline
Physical: sensory, motor or neurological. Mental health issues	HOSES GO	Special provision documentation detailing the reasonable adjustments for these students should be provided to curriculum. (ICP, IEP, ISP, ILP etc.)	<ul style="list-style-type: none"> <li>First 2 weeks of the year/semester.</li> <li>Special provisions and adjustments documentation to be completed, distributed to HoD and teachers, attached to profiles.</li> </ul>
Educational needs due to: <ul style="list-style-type: none"> <li>cultural</li> <li>linguistic factors</li> </ul>	HOSES	Special provision documentation detailing the reasonable adjustments for these students should be provided to curriculum HoDs early in the year/semester. Responsibility to construct assessment which is accessible to culturally diverse learners rests with the relevant curriculum HoD.	<ul style="list-style-type: none"> <li>As arising. Students referred to HOSES/GO where appropriate.</li> <li>HOSES/GO completes and distributes special provisions documentation with clear dates for framing special provisions and dates for assessment completion.</li> </ul>
Factors including: <ul style="list-style-type: none"> <li>gender</li> <li>special talents and extension programs</li> <li>life circumstances</li> </ul>	DP JS,MS,SS HoD	Students with specific life circumstance which inhibit equitable engagement with assessment should consult with: <ul style="list-style-type: none"> <li>DP</li> <li>JS, MS, SS HoD</li> </ul> Special provision documentation should outline the adjustments the student requires, for assessment/s and for time frame/s.	<ul style="list-style-type: none"> <li>JS, MS or SS HoD completes and distributes special provisions documentation.</li> <li>Curriculum HoD and teacher to identify appropriate curriculum adjustments and assessment due dates.</li> </ul>

Special Provisions: Short Term Impairment			
Provisions	Responsible	Documentations	Process
Students requiring special provisions due to short term impairment – eg illness, injury, family	JS, MS, SS HoD	Special provision documentation which outlines the dates for which the provision applies, nature of provisions and extension date if applicable	<ul style="list-style-type: none"> <li>• Student fills in Special Provisions form and hands to JS/MS/SS HoD (form accessed on Yeppoon SHS website, or collected from office)</li> <li>• JS/MS/SS HoD completes Special Provisions document and distributes to relevant Curriculum HoDs.</li> <li>• Curriculum HoD and teacher negotiate special provisions and teacher informs student</li> </ul>
SDA	Deputy Principal	No special provisions necessary	<ul style="list-style-type: none"> <li>• Student advised of requirements during suspension interview.</li> <li>• Compliance checked during re-entry interview.</li> </ul>
Missed exam due to illness	Curriculum HoD	Medical certificate attached to Special Provisions form.	<ul style="list-style-type: none"> <li>• Teacher to contact parents following missed exam. Ensure they are aware that the student must complete exam on the first day of return</li> <li>• HoD and teacher facilitate student completing exam.</li> </ul>

## Responsibilities

### Parents

- Advise school of absence for examinations using the school absence line.
- Fill in special provisions form and send to school with any additional documentation.

### Students

- Special provisions must be applied for before the due date of the assessment. Only in rare or exceptional circumstances will special provisions be granted on the due date.
- If absent on the due date, submit assignment through Turnitin (student in Year 9-12) by 3:15pm on due date.
- Student download 'Request for Special Provisions Form' from Yeppoon State High School website, or collect from main office and fill in form with parent/carer signature.
- Hand completed special provisions form with any additional documentation to JS, MS or SS HoD for short term impairment, or HOSES/GO for long term application for special provisions.
- Teacher will discuss with you the outcomes of your request for special provisions, with reasonable adjustments granted. Yeppoon State High School Assessment policy conditions will still apply to changes in assessment conditions.

### JS, MS or SS HoD

- Student will hand in special considerations form to JS, MS or SS HoD.
- Complete Special provisions form with conditions and period of consideration.
- Scan and distribute to appropriate HoDs.
- Upload completed 'Request for Special Provisions Form' document and complete details in One School (Student>Student Profile>Support>Support Provisions).

### Curriculum Heads of Department

- Distribute Special Provisions document to relevant teachers
- Work with teacher to agree on set due date for assessment and any other special provisions.

### Teachers

- Work with Curriculum HoD to agree on set due date for assessment and any other special provisions
- Teachers are not to extend or change due dates on any assessment tasks, without consulting Curriculum HoD.
- Communicate to student and parents the new due date and any other special provisions.

### DP/HOSES/GO

- Manage examinations procedures for students on SDA
- HOSES/GO to distribute 'Request for Special Provisions Form' outlining reasonable adjustments for students who require long term provisions.

## Communication to Parents/Carers, Teachers and Students

On letterhead and on the school website.

Date

Dear Parent/Caregiver

Special Provisions are designed to give every student the opportunity to complete assessment tasks at a level which demonstrates their ability.

No special provisions are available for extended absence as a result of family holiday, cultural or sporting absence, or due to suspension. No special provisions are available on the due date for an assessment. Late assessment must be completed, but it may not contribute to their overall semester or year result.

Students who are absent will submit their assessment through 'Turnitin' by 3.15 on the due date.

If a student is absent for a test or exam due to illness or injury they will complete the assessment on the first day of their return. Students should, in the first instance, contact their teacher on the morning of their return to school.

The table indicates the areas for Special Provision, what documentation may be required and who you or your student should contact.

Areas for Special Provision and Responsibilities		
Special Provisions	Contact Person	Documentation
Long term physical concerns or mental health issues	HOSES	Any documentation from appropriate medical services which indicate the provision required and the reasons for the provision.
Educational needs due to: <ul style="list-style-type: none"> <li>• cultural</li> <li>• linguistic factors</li> </ul>	HOSES Junior, Middle or Senior School HoD	Your initial point of contact may be the school indigenous support personnel, the HOSES or Junior, Middle or Senior Schooling HoD.
Illness, injury or absence	Junior, Middle or Senior Schooling HoD	This may include: <ul style="list-style-type: none"> <li>• Medical certificate</li> <li>• Statutory Declaration</li> </ul>
Suspension	Deputy Principal	No special provisions necessary

Yours sincerely

Ms Dani Pozzetti  
Deputy Principal Senior Schooling  
QCAA Moderator  
Yeppoon State High School



## Request for Special Consideration Form

COPY TO BE FILED IN STUDENT FOLIO WITH RELEVANT ASSESSMENT ITEMS

<b>Step 1</b>	<b>STUDENT TO COMPLETE</b>			
	Name:	Assessment impacted:		
	Date request submitted:	Subject	Assessment Task	Due Date
	Dates of provision requested: / / - / /			
	Documentary evidence attached: Yes / No			
	Student signature:			

<b>Step 2</b>	<b>PARENT/CARER TO COMPLETE</b>		
	Special Provisions	<input checked="" type="checkbox"/>	Explanatory notes
	Long term physical concerns or mental health issues		Explain the reasons why you require special provisions. Legitimate reasons may include illness, bereavement, national or state representation, or extended legitimate absence.
	Educational needs due to: cultural linguistic factors		
	Illness, injury or absence		
	Suspension		
	Missed exam due to illness		
Parent signature:			

<b>Step 3</b>	<b>JS, MS, SS HOD TO COMPLETE</b>	
	Application is: Approved / Not Approved	Comments:
	HOD Signature:	

JS, MS or SS HoD to distribute form to relevant Curriculum HoDs and enter details in OneSchool under Support>Support Provisions tab.

<b>Step 4</b>	<b>TEACHER TO COMPLETE</b>		
	Teacher signature:	Assessment Task	Special Provisions

Teacher to discuss special provisions with Curriculum HoD and communicate this to student and parent.

The above outlines the special provisions for this assignment. You, as the student, have the responsibility to ensure that this assessment is completed by the revised date. Please indicate your agreement by completing your name and signature below.

\_\_\_\_\_ (Student signature)