



Special Provisions Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Maryborough Education Centre-5461 7900.

PURPOSE

The purpose of this policy is to provide information to Maryborough Education Centre (MEC) parents and students on the availability and implementation of Special Provision for students undertaking assessment tasks. This policy also includes information on eligibility and implementation of the Victorian Curriculum and Assessment Authority's (VCAA) Special Provision Policy for students completing VCE and VCAL- note, this will move to the VCE Vocational Major (VM) in 2023.

BACKGROUND

MEC and the VCAA aim to ensure that the most appropriate, fair and reasonable options are available for students to demonstrate their capabilities. Special Provision at MEC and through the VCAA aims to provide equivalent, alternative arrangements for students undertaking assessment tasks, but does not confer any advantage to any student over another.

MEC follows the VCAA Special Provision's Policy for determining Special Provision for students undertaking VCE and VCAL (VM in 2023) and endeavors to align as closely as possible with the VCAA policy when determining Special Provision for all other assessments.

Further information about the VCAA Special Provision Policy is available on the VCAA's website at the following link: [Special Provisions](#)

SCOPE

This policy applies to Special Provision for all assessment tasks undertaken by students at MEC, including external assessments undertaken for VCE or VCAL (VM in 2023).

These procedures do not apply to support offered to students for classroom learning for which MEC has a range of other procedures in place to ensure students receive targeted, individualised support where required to access their learning program.

Eligibility for Special Provision for Assessments

Students may be eligible for Special Provision if, at any time, they are adversely affected in a significant way by:

- an acute or chronic illness (physical or psychological)
- factors relating to personal circumstance
- an impairment or disability, including learning disorders
- have been flagged for tutoring or Middle Years Literacy and Numeracy Support (MYLNS) within the school.

For external assessments, which include all VCE examinations, the Extended Investigation Critical Thinking Test and oral presentation and the General Achievement Test (GAT Part A and Part B), the VCAA is responsible for determining eligibility and for granting approval in the form of Special Examination Arrangements and the Derived Examination Score (DES).

MEC and VCAA (for students undertaking VCE or VCAL (VM in 2023)) will generally require supporting documentation, such as medical or health reports, sample work, documented history of the student's difficulties and any other information required to make a decision about eligibility for Special Provision and appropriate supports for undertaking assessment tasks.

Further information about eligibility for Special Provision in VCE and VCAL assessments is available on the [VCAA's website](#).

MEC procedures for students seeking Special Provision

In line with VCAA recommendations, MEC has initiated a Special Provision procedure as follows:

1. MEC sends SMS to all parents in Years 7-12 notifying them of the availability of Special Provision for eligible students and advising them to make contact with their Coordinator for further information.
2. Coordinator will also provide Special Provision application form to students at school assembly and during Values Education.
3. Special Provision application forms are documented in the school student management system.
4. Curriculum and Sub-school Manager's interview student and/or Parents to discuss eligibility for Special Provision and appropriate provisions.
5. Write the accommodations on a Special Provision plan in the school student management system.
6. Staff and students are informed of Special Provision arrangements and can request support when required.

Management of VCE and VCAL students requiring Special Provision

If a student undertaking VCE or VCAL (VM in 2023) requires Special Provision but is still deemed to be at risk of not being able to meet either the unit outcomes or satisfactory completion of the VCE or VCAL (VM in 2023), MEC will develop a management plan aimed at supporting the student to successfully complete the unit. One of the first steps in developing a management plan will be the establishment of a student support group to help the student in undertaking the VCE or VCAL (VM in 2023), Specify a support group has not already been established.

The establishment of a student support group also provides a focus for the administrative aspects of managing the student's program of study. In addition, a student support group allows for a formal structure through which decisions are made and actions are verified. Involvement with a student support group also presents teachers with an opportunity to become better informed about the medical or personal situations of students.

A student support group may include the student, a parent(s) of the student, teacher/s, other school or Department staff nominated as having responsibility for the student, and any aides of the student. If appropriate, and with parent or student consent, the support group may also seek the advice of specialist consultants involved in the care of the student.

Deferral of VCE studies

Students completing a VCE study at Units 3 and 4 level may be eligible for [Compassionate Late Withdrawal](#) if they are suffering major adverse circumstances and are unable to complete Unit 3. Students who are unable to complete Unit 4 because of adverse circumstances should consider an application for [Interrupted Studies](#).

Guiding table for Special Provision

Condition	Possible difficulties under test conditions	Possible arrangements
Anxiety	Concentration difficulties/inability to concentrate in a busy environment	Rest breaks, separate room, permission to leave examination room under supervision
Autism spectrum disorder	Concentration difficulties	Rest breaks, separate room, permission to leave examination room under supervision
Back injury/chronic pain	Pain and/or discomfort due to injury, problems with prolonged sitting	Rest breaks, permission to take medication, permission to stand and stretch
Crohn's disease	Pain and/or discomfort	Rest breaks, permission to leave room under supervision
Chronic fatigue syndrome (for example, post-viral fatigue syndrome), myalgic encephalomyelitis, glandular fever	Tiredness/inability to concentrate due to illness	Rest breaks, permission to take medication
Diabetes	Need to check blood sugar levels	Permission to take food and/or drink into the examination, permission to take medication, permission to leave examination room under supervision, rest breaks
Epilepsy	May suffer from epileptic seizure during examinations	Permission to take medication, separate room
Hand/wrist/arm/shoulder injury	Difficulty writing due to pain or discomfort in the hand and/or arm, excessive fatigue in the hand	Rest breaks, extra working time, a computer or a scribe
Acquired brain injuries	Mental processing difficulty or slowness	Rest breaks, permission to take medication
Pregnancy or early infant care	In hospital for birth, breastfeeding	Rest breaks, feeding breaks, separate room, hospital supervision
Paraplegia, muscular dystrophy, cerebral palsy, etc	Muscle weakness, restrictive use of limbs, communication difficulties	Permission to stand and/or stretch, permission to take medication, separate room, extra working time, computer, assistive technology, use of a scribe/aide, alternative examination paper

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website and in the MEC Student Policy Handbook
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	21 st June 2022
Consultation	Special Provisions Working Party- June 2022 Education Policy in June 2022
Approved by	Anita Ford School Council President
Next scheduled review date	This policy was last updated on 21 st June 2022 and is scheduled for review as part of the school's 3-year review cycle.

Signed:



Anita Ford
School Council President

Date: 21/6/2022