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# **Equitable Learning Services**

## **Your guide to our processes**

# After your first meeting with Equitable Learning Services, what's next?

It is **our** responsibility to:

- send your Equitable Learning Plan to your school (you will also receive a copy)
- communicate your Equitable Adjustment Arrangements to Exams, Awards and Graduations if applicable
- contact your teachers (only if this is agreed in our meeting)
- refer you on to other student services (only if this is agreed in our meeting)

It is **your** responsibility to:

- read and understand your Equitable Learning Plan
- speak with your teachers about your Equitable Learning Plan and provide them a copy, if necessary.
- check your student email account regularly as this is how we will contact you
- reply to any emails sent by us regarding your Equitable Learning Plan
- if applicable, complete and return the online booking form for Enabling Assistance (Note Taker, Participation Assistant and Auslan Interpreter) to us at least one week before you need it
- if applicable, refer to the Enabling Assistance Student Handbook for the cancellation policy for Enabling Assistance

# Frequently Asked Questions

## Extensions

### How do I ask for an extension?

When you have an Equitable Adjustment Arrangement for extensions please speak with the relevant staff member and let them know. It is possible to ask for an extension that exceeds seven days. You cannot ask for an extension for an assessment when the due date has passed.

### My school has asked me to fill out a form when requesting an extension. Do I need to do this?

Each school has a different process. If your school requires you to fill out a form, your Equitable Learning Plan is the only ‘medical’ evidence that you need to provide.

### My academic has directed me to apply for special consideration even though I have an Equitable Adjustment Arrangement for extensions. What do I do?

For your first extension you do not need to go through the special consideration application process. If you require a second extension on the same piece of work you will need to apply through special consideration. You should direct the academic to your Equitable Learning Plan or contact Equitable Learning Services for advice.

## Special consideration

### When else might special consideration be relevant to me?

If you experience a circumstance outside the primary reason for registering with Equitable Learning Services (for example you missed assessments because of a family member’s funeral), the Equitable Learning Plan does not apply and the correct process is to follow special consideration. Please visit [www.rmit.edu.au/students/specialconsideration](http://www.rmit.edu.au/students/specialconsideration) for more information.

# Frequently Asked Questions

## Exam arrangements

### When and how do I know about my exam location/s?

Close to your exam period you will receive an email from Exams, Awards and Graduations. This email will have the details of your Equitable Adjustment Arrangements and your exam location/s.

### My exams are run through my school. Who puts my Equitable Adjustment Arrangements in place?

Your school is responsible for in-class tests and exams. You will need to speak with your academics/teachers leading up to the in-class tests or school run exams to ensure your Equitable Adjustment Arrangements are put in place.

### Do my Equitable Adjustment Arrangements apply for online tests and/or practicals?

Yes, your Equitable Adjustment Arrangements will apply for all your exams including online tests and practicals.

## Communicating with academics

### I have requested an extension via email and haven't had a response. What do I do?

Keep trying! If you have tried to contact your academics/ teachers a few times and haven't had a response, then please contact Equitable Learning Services.

## Confidentiality

### Is my disability kept confidential?

When registering with Equitable Learning Services you are asked to sign a confidentiality form that allows Equitable Learning Services staff to access your supporting documentation. This information is not available to your school or other departments unless you choose to disclose it.

# Remember to:

## ■ Stay in touch

Check your RMIT student email at least twice a week.

## ■ Use the support available

Use the Study and Learning Centre for free study support and advice [www.rmit.edu.au/students/studysupport/study-and-learning-centre](http://www.rmit.edu.au/students/studysupport/study-and-learning-centre)

## ■ Look after yourself

Use the RMIT counselling service to talk and deal with personal issues and mental health [www.rmit.edu.au/counselling](http://www.rmit.edu.au/counselling)

## ■ Seek assistance

Ask for help before your situation becomes urgent.

## ■ Read your plan

Use and refer to your Equitable Learning Plan.

## ■ Meet with us

Our Equitable Adjustment Advisors are here to assist you

## ■ Visit our website

For up-to-date information please visit  
[www.rmit.edu.au/equitable](http://www.rmit.edu.au/equitable)

# Contact Us

Do you have questions or do you require in-depth help? Contact RMIT Connect by phone, or visit our website for more information or to book a face-to-face appointment.

## RMIT Connect

Tel: +61 3 9925 5000

## Equitable Learning Services

[www.rmit.edu.au/equitable](http://www.rmit.edu.au/equitable)