

Disability Support: ACCESS PLAN

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| Date: | 25.1.2024 |
| Student Name: | Mei He |
| Student ID: | 1900510 |
| Program: | Bachelor of Engineering (Honours) and Honours Degree of Bachelor of Science |
| Duration: | Category A - This Access Plan is applicable for the duration of the student's enrolment in the above Program. Any change of Program will require a new Access Plan. |
| Expiry Date: | At the completion of the current Program. |
| Disability Advisor: | Annie Harris Email: annie.harris@adelaide.edu.au Phone: 8313 5962 |

This Access Plan has been developed in consultation with the above student, in accordance with the Disability Discrimination Act 1992, the Disability Standards for Education 2005 and The University of Adelaide Reasonable Adjustments to Teaching and Assessment for Students with a Disability Policy. The student's disability/condition has been verified by supporting documentation.

This Access Plan provides general guidelines to assist the Course Coordinator and student to apply specific reasonable adjustments to their course. University staff are encouraged to contact the Disability Advisor if they require any assistance or have any questions related to implementing the verified recommendations below. Please refer to the [Disability Support website](#) for additional information regarding Reasonable Adjustments.

Note: Student responsibilities are outlined on the following page.

Course Coordinator

The Course Coordinator is required to incorporate the following Reasonable Adjustments into the student's study program, whilst maintaining the academic integrity of the assessment. The student must contact you to negotiate what is possible in the context of the course.

- **Extensions for assessable work (excluding quizzes/tests/exams):** The student may request extensions for assignments, of up to 5 calendar days, using their Access Plan. The student must contact the Course Coordinator before the due date to negotiate a new due date within existing course timelines. Granting of an extension may depend on the assessment format and frequency (e.g. excluding group work assignments). The student must contact the Course Coordinator at least one business day before the assessment due date, to allow the Course Coordinator reasonable time to respond.
- **Practical and laboratory participation:** The student may need to take short breaks outside of the lab. They will return to class as soon as possible. The student must discuss their specific requirements with their Demonstrator at the commencement of the Semester / Study Period.
- **Alternative Exam Arrangements (AEA) for in-department quizzes/tests/exams:** The student must contact the Course Coordinator at least 2 weeks prior to the quiz/test/exam for the following provisions to be provided:
 - 20 minutes extra time per hour in quizzes/tests/exams
 - Small group (10 seats maximum)
 - Student will bring medicine to their exams
 - Rest breaks can be taken in the corridor within the allocated time provided.

Please note: An Access Plan cannot be used to apply for a replacement (rescheduled) in-department quiz/test/exam- refer to the MACA policy for further information.

Student Responsibilities

- **Extensions for assessable work (excluding quizzes/tests/exams):** I must apply for extensions before the due date, to negotiate an alternative submission date within existing course timelines. I understand that a standard extension with an Access Plan can be up to 5 calendar days, however this may not be possible within all courses or for all assessment formats (e.g. group work assignments, weekly assessments). It is my responsibility to contact the Course Coordinator at least one business day before the assessment due date, to allow the Course Coordinator reasonable time to respond.
- If I need to apply for a longer extension, further documentation may be required.
If I need to apply for an extension relating to a health issue that is not included in the medical documentation already provided to Disability Support, I will need to follow the Modified Arrangements for Coursework Assessment (MACA) guidelines.
- **Practical and laboratory participation:** If I am unable to attend a practical/ laboratory session, I must notify my Demonstrator on the same day, to discuss possible alternative attendance later in the week.
- **In-department quiz/test/exam- Alternative Exam Arrangements (AEA):** I must contact my Course Coordinator and provide them with a copy of my Access Plan at least 2 weeks before each in-department quiz/test/exam and specifically ask them to arrange my AEA.

I understand that my Access Plan cannot be used to apply for a replacement (rescheduled) in-department quiz/test/exam.

Other responsibilities

I must provide a copy of my Access Plan to each of my Course Coordinators (and other relevant teaching staff) within the first week of the semester / teaching period, or within 5 working days of receipt of my Access Plan.

I must regularly check my student email and ensure my contact details are up to date on MyAdelaide.

I must notify my Disability Advisor to review my Access Plan and AEA if:

- I change my Program, including undertaking Honours or Post Graduate studies
- my medical condition or health requirements change
- I take a break from my studies of more than one year.

An updated Verification and Impact Statement (VIS) is not required unless the student's medical condition or requirements change.

This Access Plan has been prepared **and agreed to** following discussion with the above-named student.

Disability Advisor signature: 

Date: 25.1.2024