**SPECIAL PROVISION POLICY**

Special Provision provides students in defined circumstances with the opportunity to participate in and complete their VCE. It is designed to help students achieve their VCE within the timeframe comparable to their peers.

Students granted special provision are not exempt from meeting the requirements for satisfactory completion or from being assessed against the Outcomes for a study.

The underlying principle of special provision is to ensure that the most appropriate, fair and reasonable arrangements and options are available for students to demonstrate their capabilities. It should provide equivalent alternative arrangements but not confer an advantage.

**There are three forms of provision**:

* Classroom learning and school based assessment
* Special Examination Arrangements
* Derived Examination Scores.

In each case, there are special eligibility requirements that apply. For classroom learning and school based assessment, the school determines what is suitable, while the school applies to the VCAA for the second two.

**Eligibility for classroom learning and school based special provision.**

Students may be eligible for classroom learning and school based special provision if, at any time while studying VCE they are adversely affected in a significant way by

* An acute or chronic illness ( physical or psychological)
* Factors relating to personal circumstances
* An impairment or disability, including learning disorders
* These circumstances do not include matters or situations of the students own choosing such as involvement in social or sporting activities or school events.
* Prolonged absence from school or study is not in itself grounds for Special Provision, however provisions are available to students experiencing severe hardship that may result in prolonged absences.
* Students who are eligible for integration funding may not necessarily meet the eligibility criteria for Special Provision in VCE

**Eligibility for special examination arrangements:**

* Severe health impairment
* Significant physical disability
* Hearing impairment
* Vision Impairment
* Specific learning disorder (previously referred to as Learning disability)
* Severe language disorder

NB. The fact that a student has a disability and/or illness does not automatically entitle them to Special Examination Arrangements. The prime consideration is the impact of that disability and/or illness on the student’s capacity to undertake their VCE external assessments.

**Special Provision strategies used in VCAA exams include:**

* Extra working time (extra reading and/or writing time) not exceeding 10 minutes per hour.
* Rest breaks not exceeding 10 minutes per hour of the total examination writing time.
* Alternative format examination paper’s such as enlarged print.
* Permission to use technological aides such as a computer.
* A reader and/or scribe
* A clarifier
* An alternative examination venue such as a separate room or hospital.

**Special Provision strategies used in SACs and SATs:**

* Rescheduling classroom activities and/or an assessment task.
* Allowing the student extra time to complete work or an assessment task.
* Setting a substitute task of the same type.
* Replacing a task with a different type.
* Using a planned task to assess more outcomes or aspects of outcomes than originally intended.
* Using technology, aides or other special arrangements to complete classroom learning and/or undertake assessment tasks.
* Deriving satisfactory completion of outcomes or a score from other assessments or work completed by the student.
* The college has an attendance policy where students are at risk of being able to gain a satisfactory result for the unit if they have over 12 absences (including authorised and authorised). Special Provision may mean you are exempt from this.
* Support group which includes the student, a parent/guardian of the student, Year Level Educational Leader and a wellbeing representative.

**Emergency Examination arrangements**:

For situations that arise just prior to an assessment period.

Medical documentation must be supplied and must include a:

* Diagnosis
* Date of diagnosis
* Date of onset
* Outline of symptoms and treatment
* Comments on the likely effect of the illness or condition on the students capacity to complete the exams
* Medical recommendations for special exam arrangements

**Where practicable the student is to be encouraged to attempt to sit the exam.**

**Steps to apply:**

**Classroom learning and School based special provision**:

* Collect evidence in the form of a letter or recommendation from a medical professional eg. Doctor, Psychologist, social worker. The letter should recommend strategies for how the school can support the student in their learning.
* Complete an application for Special Provision for School-based Assessment.
* Return evidence and application form to Year Level Leader.
* Based on the evidence provided, Year Level Leader in consultation with relevant others ie. Mr Doherty, VCAA, Integration aide, wellbeing representative, parents/guardians, will make the decision to reflect the best interest of the student.
* The student will be informed in writing of the outcome.
* The student’s teachers will be informed of the appropriate strategies.

**Special examination arrangements Unit 3/4:**

* Special Examinations Arrangements application form needs to be collected from Year 11 or 12 Leader. NB 2018 forms are not yet available. When they become available this will be advertised.
* The form needs to be completed and must be supported by recent medical or other specialist reports as outlined in the application form and returned to Year Level Leader.
* The College administers tests and/or essays if required, seeks endorsement by the Principal and submits all documentation to VCAA by the closing date.