



## Special Examination Arrangements for the WACE Examinations

### Information for Candidates

This leaflet is designed to inform candidates who have special examination needs about how particular arrangements are administered during the WACE examinations.

If you have a special examination need – whether it is related to a physical condition, vision impairment, hearing loss, or a specific learning disability – you should read this leaflet and discuss it with your parents, year adviser, teacher or school counsellor.

#### What are special examination arrangements?

The Curriculum Council has developed a special provisions policy to assist identified candidates in completing the WACE examinations. The special provisions policy includes guidelines for special examination arrangements for candidates with a disability.

The Council aims to offer practical support to candidates by allowing arrangements such as special coloured examination papers, extra time to rest, scribes or access to food/drink/medication.

#### Applying for special examination arrangements

Special examination arrangements application forms are available in schools in February in the year you sit your external examinations.

If you wish to apply for special examination arrangements, you should see your year advisor or school counsellor. The school will need to complete the application for you and lodge it with the Curriculum Council.

In completing the application form the following information will be provided:

1. The provisions for which you are applying.
2. How your special examination need affects your work in examination situations, as outlined by the school representative.
3. Evidence of your special examination need must be included (e.g. a medical certificate, psychologist's report, timed essay samples and/or reading test results).

It is important that your school return the completed application form to the Curriculum Council by the due date in May, as specified on the form. Forms should be submitted well before this date if possible. As forms are processed in order of receipt, it is in your best interest for you to submit all information to the school as early as possible to assist them to meet this deadline.

If all the necessary information is not provided, the Curriculum Council will need to contact your school to request missing information. This will delay the process of considering your application and of advising you of the special examination arrangements which the Council has approved.

When a final decision has been made, the Curriculum Council will send you and your school written notification of the approved arrangements.

## **Appeal procedures**

If you are not satisfied with the Council's decision to decline a provision for which you have applied, you should contact the case coordinator at your school and discuss the situation.

If new evidence has become available to support your application, your school may request a **review** of the arrangements granted for you. This must be information that could not have been available prior to the application deadline.

Your school may decide to submit an appeal against the decision. The appeal must state the reason why it is considered that the Council's decision is unsuitable and make reference to the evidence supplied in the original application. New evidence should not be provided for an appeal.

No appeals can be received by the Curriculum Council after the end of Term 3.

The Council will conduct an independent assessment of appeals and a letter advising of the decision will be sent to you and to the school. The decision of the appeal committee is final.

## **A note to parents**

If you are concerned about whether special examination arrangements apply for your child, you should contact the year adviser or school counsellor at your child's school.

The application form must be submitted by your child's school, as it requires specific information regarding the difficulties your child may experience in an examination situation. This does not mean, however, that you should not be involved in the application process.

The Curriculum Council's policy and guidelines for special provisions is available from the website at [\(www.curriculum.wa.edu.au/internet/Senior\\_Secondary/Exam\\_Information/\)](http://www.curriculum.wa.edu.au/internet/Senior_Secondary/Exam_Information/).

If you have further questions on special examination provisions that cannot be answered by your school, please contact the examination coordinator (special provisions) of the Curriculum Council on:

Tel: 9273 6377            or            Fax: 9273 6318

Address:            Curriculum Council  
                         27 Walters Drive  
                         OSBORNE PARK WA 6017



## Extra Time to Rest

### Procedures for the use of extra time to rest in the WACE examinations

*This leaflet should be distributed to candidates granted the use of extra time to rest, examination supervisors and Year 12 coordinators.*

#### **What is extra time to rest?**

Extra time to rest is non-working time granted to candidates who are unable to sustain a sitting position or work uninterrupted for three hours. It is to allow them to stretch, move, rest or receive medical treatment. Students can use the extra time to refocus and process information, to plan in their mind their next response. The rest breaks are extra time without access to the examination paper or student responses. The amount of time allowed is usually calculated as 5 minutes per half hour, to a maximum of 25 minutes. No allowance is made in the last half hour. **Please see over the page for use of rest time during mathematics and mathematics: specialist examinations.**

#### **Does the extra time have to be taken at half-hourly intervals?**

No. The candidate can determine the times at which rest breaks are taken but must advise the examination supervisor whenever they wish to take a break. Unless approved otherwise, this non-working time is to be taken at the candidate's discretion in blocks of no more than 10 minutes. Extra time to rest cannot be taken in the last 15 minutes of the examination. The supervisor is to record the amount of time taken to rest and add it to the total examination time, up to the maximum time allowed. Approximately 15 minutes prior to the expected conclusion of the examination, candidates are to be advised of the calculated end of their working time.

The candidate's total amount of working time is not affected by these breaks.

#### **What happens to the examination papers and student responses during extra time to rest?**

The student's examination papers and responses are to be turned over by the student or supervisor at the beginning of the extra time to rest. No reading or writing is permitted, nor is access to other examination materials such as maps, dictionaries or calculators.

#### **May candidates leave the examination room during breaks?**

Yes, if they wish, but they do not have to. Candidates may leave the room under supervision, however they may not communicate with any person during this time.

#### **Where do candidates with extra time to rest sit their examinations?**

Candidates approved for extra time to rest are required to sit their examinations at a venue designated by the Curriculum Council. In most cases, this venue will allow for candidates to sit with a reduced number of candidates so their rest time can be easily monitored.

#### **Should students practise with extra time to rest in examination situations?**

Yes. It would be of most benefit to students to be aware of how to use the rest break provision to best suit their examination needs. For example, some students may require the time to organise their thoughts at the beginning of the examination after reading the examination questions. Other students may benefit from the provision by resting in between essays. An awareness of the examination format and individual examination needs will assist students in using rest breaks to their best advantage.



## **How does the use of extra time to rest operate during mathematics and mathematics: specialist examinations?**

### *1. Calculator-free section*

The time available for this section of the examination paper is 50 minutes. A maximum of 5 minutes extra time to rest is available.

### *2. Calculator-assumed section*

The time available for this section of the examination paper is 100 minutes. All candidates in the examination room will commence the calculator-assumed section at the same time. A maximum of 15 minutes extra time to rest is available. Rest time cannot be taken in the last 15 minutes of the examination.

***If you have further questions on special examination provisions, please contact examination coordinator (special provisions) on 9273 6316.***



## Extra Time to Work

### Procedures for the use of extra time to work in the WACE examinations

*This leaflet should be distributed to candidates granted the use of extra time to work, examination supervisors and Year 12 coordinators.*

#### **What is extra time to work?**

Extra time to work is an extension to the total amount of time allowed for the candidate to complete the examination. The use of this additional time is at the candidate's discretion. During this time the candidate may continue reading, plan essays, complete questions or use the time in any other way. The amount of time allowed is usually calculated as 10 minutes per hour, to a maximum of 30 minutes.

In the Mathematics and Mathematics Specialist examinations a maximum of 8 minutes is allowed in the calculator-free section and 16 minutes in the calculator-assumed section. All candidates in the examination room will commence the calculator-assumed section at the same time.

#### **Does the extra time to work have to be taken?**

No. Normal examination rules apply. This means the candidate may decide to leave the examination at any time except during the first hour of working time, or the final fifteen (15) minutes.

#### **May candidates leave the examination room?**

Yes, if they need to. Candidates may leave the room under supervision, however they may not communicate with any person during this time and no additional time will be granted for time spent away from the examination paper.

#### **Where do candidates with extra time to work sit their examinations?**

Candidates approved for extra time to work are required to sit their examinations at a venue designated by the Curriculum Council. In most cases, this venue will allow for candidates to sit with a reduced number of candidates who will be scheduled to finish their examination at the same time.

#### **Should students practise with extra time to work in examination situations?**

Yes. It would be of most benefit to students to be aware of how to use the additional time. An awareness of the examination format and individual examination needs will assist students in using the examination time to their best advantage.

***If you have further questions on special examination provisions, please contact examination coordinator (special provisions) on 9273 6316.***



## Scribe

### Procedures for the use of a scribe in the WACE examinations

#### What qualities should a scribe have?

- A facility for English.
- An understanding of the course(s) being examined.
- Clear, legible handwriting.
- Patience and sensitivity to the student's special needs.
- An understanding of the need to maintain confidentiality and an ability to do so.

#### What a scribe can and cannot do:

**NB** Both the scribe and the student should have a copy of the examination paper.

Can (✓)	Cannot (✗)
<p><b>Scribe</b></p> <ul style="list-style-type: none"> <li>✓ Write the student's answers <b>exactly</b> as dictated by the student.</li> <li>✓ Ask the student to repeat a word or sentence.</li> <li>✓ Ask the student to spell difficult or obscure words.</li> <li>✓ Punctuate and use capital letters without the specific direction of the student.</li> <li>✓ Operate a calculator at the student's direction.</li> <li>✓ Rule lines as directed by the student.</li> <li>✓ Re-read the last two sentences that have been written, to enable the student to regain their place in their work.</li> </ul>	<p><b>Scribe</b></p> <ul style="list-style-type: none"> <li>✗ Interpret the question or advise the student in any way.</li> <li>✗ Make comments on the student's work.</li> <li>✗ Alter the student's work or write words that the student has not dictated.</li> <li>✗ Re-write a student's written work (i.e. a student cannot write out their answers and then have the scribe re-write them).</li> <li>✗ Type for the student (unless permission has been granted).</li> <li>✗ Draw (if the student is unable to draw, please contact the Curriculum Council).</li> <li>✗ Keep the student 'on task' or direct the order of work.</li> </ul>
<p><b>Student</b></p> <ul style="list-style-type: none"> <li>✓ Dictate his/her answers exactly as he/she wishes them to be written down.</li> <li>✓ Advise the scribe when to start a new paragraph, when to put something in brackets or inverted commas, and when to underline something.</li> <li>✓ Regularly read over what the scribe has written.</li> <li>✓ Practise using a scribe as often as possible.</li> <li>✓ Make notes, essay plans or jot down ideas during the writing time.</li> <li>✓ Students can use a scribe for part of the exam and write the other parts for themselves.</li> </ul>	<p><b>Student</b></p> <ul style="list-style-type: none"> <li>✗ Ask to have the question interpreted.</li> <li>✗ Ask the scribe's advice on any matter.</li> <li>✗ Write or make notes <b>while the scribe is writing.</b></li> </ul>

***If you have further questions on special examination provisions, please contact examination coordinator (special provisions) on 9273 6316***



## Personal Computer

### The rules and procedures for use of a personal computer in the WACE examinations

*This leaflet should be distributed to candidates granted the use of a personal computer, teachers of students using a computer, examination supervisors and Year 12 coordinators.*

**Important – Please note:**

Additional information regarding the Curriculum Council's requirements for setting up the computer before the start of examinations, as well as the procedures to be followed by the candidate and supervisor upon completion of each examination, will be provided to schools at a later date.

**Who provides the personal computer?**

To ensure strict security and maintain integrity of the examinations, all equipment associated with the use of a personal computer is to be provided by the Curriculum Council or the school. Only in exceptional circumstances will the candidate be permitted to use his or her own equipment. If this is necessary, the school will need to make representation to the Curriculum Council detailing the reasons.

**What type of personal computer can be used?**

Usually a stand-alone desktop computer, connected to a printer. If a laptop is used, the candidate should, if at all possible, be seated near a power point and the laptop plugged in. If this is not possible, the candidate must ensure that the battery is fully charged before the start of the examination. **The computer must be set up in the examination room and ready for use before the examination start time.**

**Should the candidate be seated in a separate room? Where should the supervisor sit?**

Candidates approved the use of a personal computer are required to sit their examinations at a venue designated by the Curriculum Council. The supervisor should sit where he or she can see the screen(s), without intimidating or distracting the candidate(s).

**What computer functions can the candidate use?**

The candidate should use a standard word processing package, such as WordPad. Access to functions should be limited to those which can be replicated by handwriting. For example:

Candidates can: ( ✓ )	Candidates cannot: ( ✗ )
<ul style="list-style-type: none"> <li>✓ use shortcut keys to insert accents in language exams</li> <li>✓ create tables</li> <li>✓ cut and paste</li> <li>✓ underline, bold and italicise</li> </ul>	<ul style="list-style-type: none"> <li>✗ use spell-check or grammar-check</li> <li>✗ use auto-correct or auto-text functions</li> <li>✗ create automatic graphs by inputting data</li> </ul>

### How should the candidate present his or her answers on a personal computer?

Before the start of reading time, the candidate should create and save a document to use. The candidate should also check that the document view option is set to 'wrap to ruler'. The candidate should regularly save his or her work throughout the exam.

### Styles

The candidate should use an easy-to-read font such as Arial. The point size should not be smaller than 11. The font should not be italicised, except for the titles of texts, which should be either italicised or underlined. Quotes should be put in quotation marks ('...').

### Setting out

The candidate should record their student number on each page. The section number should always be clearly noted at the top of the page. When told to use a separate writing booklet for each question, the candidate should start a new page for each question. The question number should also be noted at the top of each page.

#### Multiple choice questions

The question number should be put on the far left of the page, followed by a full-stop, followed by a short space, followed by the student's answer, e.g.:

1. a
2. c
3. b

#### Short-answer questions

The setting out depends on the way the questions are set out. See examples below.

1. a	Q38	Q21
2. 64%	a. (i) Charles Darwin	a. The Asian economic crisis
3. 78 km	(ii) Finches	b. (i) diversification
	b. (i) Ada Lovelace	(ii) development of
	(ii) Charles Babbage	new markets
	(iii) The differential engine	c. The union movement

#### Essay questions

The candidate should put the question number at the top of the page. Each essay should start on a new page.

### Saving work during an examination

Candidates should remember to save their work regularly during their examination.

### Printing candidate responses

At the completion of the examination the candidate must print their work onto A4 paper. The sheets are to be fastened securely into the candidate's Standard Answer Book/s. After a hard copy has been printed, the candidate's file is to be fully deleted from the computer (this includes removal of the deleted file from the rubbish bin).

### Security declarations

Any student granted the use of a personal computer will need to sign a declaration at the end of each examination stating that he or she did not use any functions (other than those permitted), or did not transfer any data from the hard-drive or any other source. The student should be given this declaration by the supervisor to read the start of the examination, but should not sign it until after the examination has finished.

## Trouble shooting

### **What happens if the computer crashes during the exam?**

Should a computer crash during an examination, the supervisor or principal should call the Curriculum Council immediately on 9273 6309. If it is possible to retrieve the candidate's work, a Council officer may approve, if appropriate, for the candidate to be given the time lost during the incident to allow them the full examination working time allowance to complete the examination. Please note that this does **NOT** mean additional working time. **It is very important that candidates remember to save their work regularly during the exam. Unsaved work lost in a crash is the candidate's responsibility.**

If it is not possible to complete the examination, or if a student is able to complete the examination following a crash but feels that their examination performance has been affected, he or she should submit a sickness/misadventure application. **Please note**, sickness/misadventure provisions are not available to private candidates.

### **What if the supervisor sees the student opening another file or document, or transferring information from a pre-existing file or document into his or her answers?**

Students should be reminded that any breach of examination rules or malpractice may seriously jeopardise their examination mark. Should a breach of rules occur, the supervisor must follow the procedures for breach of examination rules as described in the Supervisor's Handbook.

***If you have further questions on special examination provisions, please contact examination coordinator (special provisions) on 9273 6316.***



## Diabetic Provisions

*This leaflet should be distributed to candidates granted diabetic provisions, examination supervisors, and Year 12 coordinators.*

### What are diabetic provisions?

Diabetic provisions include provisions most commonly required by diabetic candidates. Should a candidate require provisions other than those listed below, a specific request should be made on the special examination arrangements application form and be accompanied by the appropriate supporting documentation.

Candidates may apply for the following diabetic provisions:

- Bite-size food/drink – this may be taken into the examination room in clear containers/wrapping.
- Monitor blood sugar – candidates may take a glucometer and test strips into the examination room. Up to five minutes non-working time can be taken to conduct the test. The candidate may sit their exams in their normal examination room.
- Medication may be taken into the examination room and be administered as needed. This includes the use of an insulin pump.
- Out-of-order seating – candidates may request to be seated near an exit, to leave the room if necessary; or be seated at the back of the room, for privacy when testing blood.

### Additional arrangements

Candidates with more severe diabetes may apply for additional arrangements to accommodate their condition. These arrangements will usually require a candidate to sit their examination at a nominated centre.

- Extra time to rest – up to 25 minutes to test blood and take remedial action if required. Candidate may leave the room under supervision if necessary.
- Toilet breaks – taken as needed.

**NOTE:** Candidates do not have access to their examination and response papers during this extra time.

### How is Hypoglycaemia (low blood sugar) treated?

Treatment of hypoglycaemia requires immediate consumption of sweet food or drink, followed by slowly absorbed carbohydrate, e.g. a sandwich or banana.

### How is Hyperglycaemia (high blood sugar) treated?

Hyperglycaemia will cause frequent urination and thirst, leading to the need to drink and toilet frequently. Additional insulin is needed to reduce the blood sugar level (given either by injection or insulin pump).

### What happens if a candidate becomes unwell during the examination?

If, after using their approved arrangements, a candidate is unable to adequately control their diabetes during an examination, and as a result cannot complete the examination, they should submit a sickness/misadventure application. If the candidate wishes to complete the examination after a diabetic episode, they may do so, in addition to lodging the sickness/misadventure application. No additional working time is provided. The candidate's blood sugar readings should be included as evidence in the sickness/misadventure application. **Please note**, sickness/misadventure provisions are not available to private candidates.

***If you have further questions on special examination provisions, please contact examination coordinator (special provisions) on 9273 6316.***



## **Directions for Oral or Sign Support People Assisting Hearing Impaired Candidates in the WACE Examinations**

*This leaflet should be distributed to candidates granted the use of oral or sign support, the interpreter, examination supervisors and Year 12 coordinators.*

While most examinations do not have a listening component, some candidates with a hearing impairment may need assistance for the presentation of examination instructions, which are read aloud by the supervisor at the start of each examination. It is the Curriculum Council's practice to provide a copy of these instructions in writing, on request, to students with a documented hearing impairment. For many candidates these written instructions will effectively accommodate their needs.

### **Who may apply for oral or sign support?**

Any candidate with a severe to profound hearing loss whose needs extend beyond access to the supervisor's instructions may apply.

### **Who approves the use of oral or sign support?**

The use of oral or sign support during the external examinations can only be approved by the Curriculum Council after consideration of a special examination arrangements application and supporting evidence.

Applications for special examination arrangements are to be submitted on the forms sent to schools. Applications must be submitted to the Curriculum Council before the last Friday in June. Before this time, decisions may be made at a school level to grant oral or sign support for in-class assessment and examinations. This does not guarantee that school-elected provisions will apply in the external examinations, as each application is assessed individually.

### **What is the purpose of oral or sign support?**

The purpose of oral or sign support is to assist candidates with severe to profound hearing loss to access examination questions at a level comparable to their peers.

### **Who can provide oral or sign support?**

The person must be skilled in providing oral or sign support for hearing impaired candidates; for example, an education support assistant or itinerant support teacher. However he/she should not be someone with a conflict of interest created by a prior relationship with the candidate. The supervisor must be a separate person and not perform the role of oral or sign support person.

### **What are the seating arrangements for oral or sign support people?**

The seating of the oral or sign support person should be negotiated with the candidate.

## **What is the oral or sign support person able to do?**

### **Access to examination paper**

The oral or sign support person is permitted access to the examination paper up to 15 minutes before the start of the examination, to familiarise him/herself with the content. During this time, the oral or sign support person must remain strictly supervised and may not communicate with the student or any other person.

### **Directions to candidates**

It is permissible for the support person to read or sign verbatim the Instructions to Candidates. Candidates are also provided with a written set of the supervisor's instructions. As with other sections of the paper, the support person may explain words or phrases to the candidate. Under no circumstances is the support person or the supervisor to advise the candidate as to the selection of questions.

### **Body of the examination paper**

All questions may be paraphrased. The support person may give the meanings of words and phrases in the instructions, questions and stimulus material, provided that such explanations do not lead to answers. Vocabulary specific to the subject should not be explained, e.g. bisect would not be explained in a mathematics examination.

### **Stimulus material**

The support person is not to read or sign stimulus material and/or passages in their entirety. The support person may simplify the structure of a sentence grammatically or give meanings of individual words or phrases.

### **Multiple-choice questions**

The support person may explain the initial question but not each of the alternative answers. If the candidate is perplexed by the answer choice, explanation of individual vocabulary may be given, provided that this does not lead to the correct response.

Great care should be taken by the oral or sign support person to not indicate the correct answer in multiple-choice questions by facial expression or body language that may indicate to the candidate the correct answer.

### **Essays**

Essay questions may be rephrased. The candidate may write this rephrasing on the printed examination paper. The candidate may check their understanding of the essay question with the support person. The candidate should plan and write the essay independently and without intervention. Once the candidate has started planning the essay, no further assistance can be sought from the support person.

***If you have further questions on special examination provisions, please contact examination coordinator (special provisions) on 9273 6316.***