

# TERTIARY INSTITUTIONS SERVICE CENTRE LTD

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## GUIDELINES FOR SPECIAL TEST ARRANGEMENTS FOR THE SPECIAL TERTIARY ADMISSIONS TEST (STAT)

### GUIDELINES

Special arrangements may be made for STAT candidates who have either a permanent or temporary disability which may disadvantage them in the test.

TISC and ACER's priority is to ensure candidates with a disability or impairment are neither advantaged nor disadvantaged, in relation to other candidates sitting the STAT.

It is the responsibility of the candidate to advise TISC if they require special testing arrangements and also to provide recent documentary evidence supporting their claim.

As each case for special test arrangements will be different it can sometimes be difficult to assess the level and form of special arrangements that a candidate should receive. Hence it is important that any assessment being made for special test arrangements must consider all relevant information from medical and/or professional authorities.

Candidates may be eligible for special examination arrangements due to:

- Severe health impairment
- Significant physical disability
- Hearing impairment
- Vision impairment
- Specific learning disability
- Psychological impairment

### THE PROCESS

Application for special arrangements must be made at the time of booking for the STAT:

1. Complete the STAT booking form.
2. Provide a signed letter from the candidate outlining the medical condition/disability and the special arrangements required.
3. Organise your supporting document/s from a registered health practitioner (no more than one year old for a medical condition; no more than three years old for a learning disability; that gives clear information on your condition as it affects your ability to sit STAT). Candidates should provide as much relevant documentation as possible.

TISC must receive these documents along with the completed STAT booking form **no later than Friday, 2 November 2018**.

All applications for special arrangements will be considered within 10 days of receipt at TISC. The STAT Co-ordinator will assess each written application for special arrangements and contact the candidate in due course.

All special needs sittings are held in the TISC office during our office hours.

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**Special testing arrangements will only be granted if the following conditions are met:**

- Evidence of the disability (medical, psychiatric, etc) supports the request for particular special arrangements;  
AND
- Requested special arrangements do not provide the candidate with an advantage over other candidates;  
AND
- Validity of STAT is not changed as a result of the requested special arrangements.

If further information or clarification is required before the assessment of a candidate's special arrangements can be made then the candidate and/or other relevant people will be consulted. These may include health professionals, the WA Schools Curriculum and Standards Authority (SCSA), Training WA/University Disabilities Officers, etc. TISC reserves the right to request additional/updated evidence when it is deemed necessary.

TISC does not automatically adopt a medical/psychological provider's advice. The fact that a candidate has a disability/illness does not automatically entitle that candidate to special examination arrangements. Each application is considered on a case-by-case basis and in conjunction with guidelines used for other candidates with a similar disability/illness.

If the request for special arrangements appears likely to have an impact on the validity of STAT then TISC will consult the Australian Council for Educational Research (ACER). STAT is the property of ACER who has developed it as a valid and reliable testing instrument.

## **CONFIRMATION OF TESTING ARRANGEMENTS**

All special arrangements will be fully documented in writing to the candidate, including their responsibilities (eg. provision of a special chair). The letter will include a request that the candidate agrees in writing to the special arrangements. Testing will not take place until the candidate's written approval has been received.

All correspondence and documentation is to be retained by TISC.

## **GENERAL**

Reasonable costs associated with special arrangements for STAT will be met by TISC, for example, use of scribe, enlargement of paper, supervisor. Costs associated with providing specialised furniture, equipment, interpreter (hearing impairment), etc are to be met by the candidate.

Candidates are responsible for providing any special furniture or equipment they have been given permission to use during STAT. If use of a computer for the STAT Written English test is approved by TISC, TISC will provide a computer.

In certain instances it may not be possible for a candidate with a disability to complete the test. While this should be at the candidate's discretion, if the candidate suffers pain or distress in the course of the test, he/she will be advised to stop. In such cases TISC will advise the candidate that the relevant University admissions managers will be notified of the situation by TISC.

You will not be able to re-sit STAT in the same STAT year (May – April) as STAT can only be sat once a year.

The use of a dictionary or similar aids for candidates, even where English is a second language, is not allowed as a component of the test measures English competence.

STAT is one of a number of alternative pathways for gaining entry to a tertiary institution. In occasional situations it may not be possible to grant special arrangements that suit a candidate and meet the objectives of the test. In such cases the candidate will be referred to the Admissions Centre and/or Disabilities Officer at a university for advice.

It should be noted that the procedures outlined above are guidelines and may need to be varied in certain circumstances.