

TERTIARY INSTITUTIONS SERVICE CENTRE LTD

Level 1, 100 Royal Street
East Perth WA 6004
Telephone (08) 9318 8000
Website www.tisc.edu.au
Email stat@tisc.edu.au

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

GUIDELINES

Candidates who have an impairment, temporary illness or special circumstances which may affect their performance (or others' performance) in the test can apply for special test arrangements.

Examples of reasonable adjustments include: an alternative test format such as a large print test booklet, extra time, rest breaks, permission to take in food, wheelchair access, etc.

TISC and ACER are committed to equity of access for all candidates and strive to ensure that candidates with disabilities are neither advantaged nor disadvantaged in relation to other candidates who sit for STAT. Careful consideration is given to all requests and all reasonable efforts will be made to provide appropriate test conditions for approved candidates.

There is no possibility of special consideration being given to test results. In no circumstances will scores be adjusted to account for any perceived disadvantage. TISC and ACER do not offer spelling waivers for candidates with dyslexia when granting special test conditions. The markers concentrate on the content and level of thought demonstrated by the writing, rather than on spelling.

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

APPLICATION PROCESS

Applications for special test arrangements must be made at the time of booking for the STAT. To apply:

1. Complete the STAT booking form.
2. Provide a signed letter from the candidate, requesting special test arrangements and outlining the medical condition/disability and the special arrangements required.
3. Obtain a professional evaluation of your condition (no more than one year old for a medical condition). The documentation from your health practitioner must give a clear diagnosis and information on your condition, indicate the impact of your disability in test settings and include a statement as to what accommodations your health practitioner feels are appropriate for you in test settings. All supporting documentation must be typed on the medical practitioner's official letterhead and include the date and title, name, registration number, contact details, and signature of the health practitioner.
For a learning disability (such as dyslexia or dysgraphia) you must provide an Educational Psychologist's report (no more than 3 years old; if it is older, please contact TISC). Any documentation should include recommended reasonable adjustments. Candidates should provide as much relevant documentation as possible.

Applications for special test arrangements must be received by TISC **no later than Friday, 6 November 2020.**

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 School Curriculum and Standards Authority (SCSA), University Disabilities Officers, etc. TISC reserves the right to request additional/updated evidence when it is deemed necessary.

Each application is considered individually, and in conjunction with guidelines used for other candidates with a similar disability. This is to ensure equity for all candidates with a similar level of disability.

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

The STAT Co-ordinator will assess each application and contact the candidate within 10 working days of receipt at TISC.

All special test 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 test arrangements. Testing will not take place until the candidate's written approval has been received.

GENERAL

Special test sittings are usually held in the TISC office during office hours (9.00am-4.30pm Monday to Friday).

Reasonable costs associated with special arrangements for STAT will be met by TISC (eg. scribe, enlargement of paper, supervisor). Additional costs (eg. 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.

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