



EXAMS AND ACADEMIC INTEGRATION PLAN (AIP) EXAM ADJUSTMENTS

Exam adjustments on your Academic Integration Plan (AIP) apply to both School run exams and End of Session exams unless otherwise specified on your AIP (e.g. 'Does not apply for School run exams of less than 30 minutes duration').

School run exams include in-class tests, midsession exams, online quizzes, practical exams and supplementary exams.

End of Session exams include final exams and deferred exams.

All adjustments included in your current AIP must be implemented in full. No changes are possible without formal approval from the Disability Service.

Changes to AIP exam adjustments. If you wish to discuss changes to your adjustments, you will need to contact your campus Disability Advisor at least 10 business days prior to your School run exam, or 30 business days prior to the beginning of the final exam period. Requests for exam adjustments after this timeframe will require you to sit a deferred exam so the updated adjustments can be implemented. If you require a deferred exam because of changes to your AIP exam adjustments after the cut-off date, your Disability Advisor will provide you with a letter supporting your application for a deferred exam.

What should I expect?



Exam adjustments for **School run exams**

- It is your Unit Coordinator's responsibility to arrange your exam adjustments for School run exams. Contact your Unit Coordinator at least two weeks before the date of your exam to advise them of your AIP and exam adjustments.
- The Unit Coordinator will arrange your AIP adjustments. For example, if you need a separate room, your Unit Coordinator will book a room and an Exam Supervisor/Scribe at least two weeks prior to the exam. Alternatively, the Unit Coordinator may supervise your exam in an office within the School.
- You will be sent a confirmation email from midsemesterexams@westernsydney.edu.au or a representative from your School providing you with the details of your individual exam arrangements. Please contact your Unit Coordinator if you do not receive this email.
- **Note:** Exam correspondence posted on vUWS does not apply to you if you have AIP exam adjustments. Please disregard this information.
- Attend your exam and take a copy of your AIP with you. Do not start the exam unit all of the exam adjustments on your AIP are in place (e.g. additional time).



Exam adjustments for **End of Session exams**

- The Assessments and Graduations Unit arranges all AIP adjustments for end of session/final exams. Check your final exam timetable on Allocate+ to confirm your times, sessions and exam room locations.
- Attend your exam and take a copy of your AIP with you. Do not start the exam unit all of the exam adjustments on your AIP are in place. Email IEAexams@westernsydney.edu.au immediately if you believe any adjustments are not in place.
- If problems with implementing your adjustments occur during the exam, alert the exam supervisor. If these problems persist, confirm with the exam supervisor that they have alerted the Assessment team and they have documented the problem in their report.

PLEASE NOTE:

If you experience any issues during your exam related to reasonable adjustments for either School run or End of Session exams, contact your Disability Advisor immediately after your exam if possible, and no later than two days after the scheduled date of your exam.