

WESTERN SYDNEY UNIVERSITY



WORKING WITH A NOTETAKER

Western Sydney University's Disability Service employs notetakers to assist students with a disability who, for various reasons, are unable to physically take notes, or experience difficulty capturing information that is essential to meet academic requirements.

Notetakers can either be assigned to a subject or to an individual student depending upon need. Notetakers will not sit with a student requiring notes unless it is specified in the student's ARAP. Notetakers assigned to a subject may be taking notes for more than one student registered in that subject or class.

Notetakers are required to attend timetabled classes and provide typed notes for all classes via vUWS within 24 hours or one working day. Notetakers can only provide notes in English.

What to expect



Confirmation from Disability Support

- Disability Support will send students an email confirming that their notetaking service has been arranged. The email will include instructions on how to access their notes.



Notetaker to attend all scheduled classes

- If students have classes that are not timetabled in Allocate+ they will need to email details of these to disabilitysupport@westernsydney.edu.au as soon as possible, so that a notetaker can be assigned.
- If a notetaker has been assigned to a student (rather than a class) and has not arrived to meet the student within 20 minutes prior to the class starting, the student should contact Disability Support immediately on **1300 668 370 (option 5)**.



Accessing notes in vUWS

- Students can download their notes from the Disability Support vUWS site by searching for their School and then Subject. College students will search for their Term then Campus.
- Notes should be retrieved regularly from vUWS. Failure to do so may result in a student's notetaking service being cancelled.

PLEASE NOTE

- If you have any enquiries about notetaking services, including the quality, accuracy or access of notes, or if notes do not appear in the relevant vUWS folder within 24 hours, please contact Disability Support on **1300 668 370 (option 5)** or disabilitysupport@westernsydney.edu.au
- If a student no longer requires the notetaking service, they must advise their Disability Advisor as soon as possible and email disabilitysupport@westernsydney.edu.au