

# Reasonable Adjustment Form

## WHAT IS REASONABLE ADJUSTMENT?

Reasonable adjustment is an adjustment made for students with a condition or special need existing at the time of their initial enrolment. Reasonable adjustments are made to ensure that students are not presented with artificial barriers to demonstrating achievement in their studies.

For further information refer to the Assessment Policy on the website. Reasonable adjustment may include (but not be limited to):

- the use of adaptive technology or equipment (e.g. seating, PC)
- alternative methods of assessment, such as oral assessment
- individual conditions of assessment (e.g. seating arrangements, toilet, rest, exercise breaks and drink)
- large print materials and/or coloured exam paper
- scribes (up to 10 minutes per hour additional time)
- additional time during an examination for resting/writing (up to 10 minutes per hour)

## PERSONAL DETAILS

Title: Dr/Mr/Mrs/Ms/Miss/Other: \_\_\_\_\_ Personal ID: \_\_\_\_\_

First Name(s): \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Subject Code: \_\_\_\_\_ Study period: \_\_\_\_\_

Course: \_\_\_\_\_

Assessment item for which reasonable adjustment is sought:

- Assignment  Examination  Other (specify)

Date of assessment: \_\_\_\_\_

Please outline the circumstances which are affecting you and your requirements. Outline the nature of the learning need for which you are seeking reasonable adjustment and your requirements e.g. extended time to complete an exam because of dyslexia. Please attach a medical certificate or other documentary evidence to support your application.

\_\_\_\_\_

\_\_\_\_\_

**PRIVACY** – We recommend that you read Kaplan’s Privacy Policy published on the Kaplan Professional website.

## STUDENT DECLARATION

I understand that the submission of an application for Reasonable Adjustment does not automatically mean it will be approved. I give Kaplan Professional permission to contact medical practitioners or other relevant parties to verify authenticity of the supporting documentation I have provided in my application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to the Kaplan office via:

**MAIL** Kaplan Professional  
Reasonable Adjustment Application  
Level 4, 45 Clarence Street, Sydney, NSW 2000

**EMAIL** [studentadvice@kaplan.edu.au](mailto:studentadvice@kaplan.edu.au)

## APPLICATION ASSISTANCE

Contact your Student Adviser call 1300 135 798 (+612 8248 7611)

**OFFICE USE ONLY**

Date application received by Student Adviser:

Date of decision:

Supporting evidence supplied and appropriate

Date applicant notified of outcome:

 Student record updated     Application filed**Recommendation (to be completed by Student Adviser)**

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Signature:

Date:

(Student Adviser)

**Outcome (to be completed by Academic Dean or their delegated authority)**

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Signature:

Date:

(Academic Dean or their delegated authority)