



Consideration of Evidence

School & Teacher Information

- Teacher/Coordinator/Counsellor etc observations of student
- Observed difficulties in assessment context
- Self Report

Professional & Medical Information

- Diagnosis of impairment, disability*, illness etc

Determine Eligibility

- NTCET Coordinator advised of possible need for special provisions
- NTCET Coordinator considers evidence provided by the student, school, and where appropriate independent evidence from professionals or community members.
- If ineligible, NTCET Coordinator will advise teacher, student and parent, if appropriate, in writing

Assessment Requirements Considerations

NTCET Coordinator, in consultation with teachers, considers assessment and curriculum requirements

- Length of the assessment
- Required format of responses
- Reading level required
- Skills assessed e.g. oral, practical
- Extensions longer than 4 days
- Participate in assessment
- Comply with the conditions and/or requirements of the assessment
- Writing difficulties
- Submission date

Consultation

- consultation with the student (or an associate of the student, such as a relative or carer)
- NTCET Coordinator records in database and Compass
- NTCET Coordinator advises teachers, students and parents via a chronicle entry on Compass; or email when necessary.

Grant Special Provisions

- Apply reasonable adjustments to all assessment tasks for all subjects where appropriate

Monitor & Review

- regularly monitor and review to enable teachers to respond with an appropriate adjustment should the level of need change