





"Honour Above Honours"

# Biloela State High School

Locked Bag 2, Biloela 4715 Ph: 07 4992 8666

Email: [admin@biloelashs.eq.edu.au](mailto:admin@biloelashs.eq.edu.au)

Web: <http://biloelashs.eq.edu.au>

Facebook: Biloela State High School

ABN : 535 684 234 76

## SPECIAL PROVISIONS INFORMATION

### Special Provisions for Years 7-10 Students

Special provisions does not cover circumstances arising from the student's or parent/carer's choice. Special provisions are usually applied under these categories: cognitive, physical, sensory, or social/emotional.

Students seeking an extension must apply to the relevant Head of Department using the Application for Special Provisions form as soon as practicable (preferably at least one week) prior to the due date. **A medical certificate or other documented evidence must be submitted with the application form.** The student must also provide details or drafts of work completed up to the time of seeking the extension.

The Head of Department, along with the Year Level Deputy Principal, may grant an extension where exceptional circumstances exist. These include but are not limited to:

- Extended absence due to illness which is supported by a medical certificate or documentation relating to an existing medical condition (recorded in OneSchool).
- Absence due to family bereavement or special circumstance supported by parental communication to the Head of Department, Deputy Principal or Principal.
- A student physically unable to participate due to an injury, supported by a medical certificate or documentation.
- Absence due to sport representation in a regional, state or national competition, which is supported by parental communication to the Head of Department, Deputy Principal or Principal.
- A student has been suspended and the assessment is of a practical nature or in-class exam.

### Special Provisions for Year 11 and 12 students

These barriers fall into three broad categories: permanent, temporary or intermittent. Special provisions are usually applied under these categories: cognitive, physical, sensory, or social/emotional.

Eligibility category	Examples of possible special provisions	Supporting documentation required
Cognitive	<ul style="list-style-type: none"> <li>• Computer</li> <li>• Extra time</li> <li>• Reader</li> <li>• Rest breaks</li> <li>• Scribe</li> </ul>	Medical report or EAP verification
Physical	<ul style="list-style-type: none"> <li>• Assistance</li> <li>• Computer</li> <li>• Extra time</li> <li>• Rest breaks</li> </ul>	Medical report or EAP verification
Sensory	<ul style="list-style-type: none"> <li>• Alternative format papers</li> <li>• Assistance</li> <li>• Assistive technology e.g. amplification system, magnification applications</li> <li>• Extra time</li> <li>• Individual instructions</li> <li>• Rest breaks</li> </ul>	Medical report or EAP verification
Social/ emotional	<ul style="list-style-type: none"> <li>• Alternative venue</li> <li>• Varied seating</li> <li>• Assistance</li> <li>• Rest breaks</li> </ul>	Medical report or EAP verification

Students may also be eligible for special provisions where illness and misadventure (i.e. unforeseen circumstances) or other situations may prevent students from demonstrating their learning, knowledge and skill in internal and/or external summative assessment. We will also consider applications for certain cultural obligations or personal circumstances.

Students are **not** eligible for special provisions on the following grounds:

- unfamiliarity with the English language
- teacher absence or other teacher-related difficulties
- matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations)
- timetable clashes
- matters of the student's or parent's/carer's own choosing (e.g. family holidays or sporting events)
- matters that the school could have avoided (e.g. incorrect enrolment in a subject).

In these instances, students should have provided evidence prior to the due date.