



**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 in the Study Information section of the Kaplan 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, bite sized food/drink)
- large print materials and/or coloured exam paper
- scribes (up to 10 minutes per hour additional time), or
- additional time during an examination for resting/writing (up to 10 minutes per hour)

**Student ID:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

**Phone (wk):** \_\_\_\_\_ **Phone (mob):** \_\_\_\_\_

**Subject code:** \_\_\_\_\_ **Trimester:** \_\_\_\_\_

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

**Assessment item for which Reasonable Adjustment is sought:**

- Assignment  Examination

**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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Student)

**Office Use Only**

Date application received by Customer Representative	_____
Date application received at National Office	_____
Date of decision	_____
Supporting evidence supplied and appropriate	_____
Date applicant notified of outcome	_____
<input type="checkbox"/> Student record updated	<input type="checkbox"/> Application filed

Recommendation (to be completed by State Customer Representative)

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Customer Representative)

**Outcome** (to be completed by Manager Education Design and Governance or their delegated authority)

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Manager Education Design and Governance  
or their delegated authority)

Return this form to the Kaplan Professional office in your state via:

**MAIL:** Reasonable Adjustment Higher Education  
GPO Box 9995  
IN YOUR CAPITAL CITY

*For international students:*  
Reasonable Adjustment Higher Education  
GPO Box 9995  
Sydney NSW 2000

**FAX:** NSW/ACT: 02 9908 0250  
VIC/TAS: 03 9626 4571  
QLD: 07 3229 9261  
WA: 08 6267 7950  
SA/NT: 02 9908 0250  
International: +612 9908 0250