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
GPO Box 9995, Sydney NSW 2001

FAX +612 9908 0250

EMAIL studentadvice@kaplan.edu.au

APPLICATION ASSISTANCE
Contact your Student Adviser call 1300 135 798 (+612 8248 7611).
<table>
<thead>
<tr>
<th>Date application received by Student Adviser</th>
<th>Date of decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting evidence supplied and appropriate</td>
<td>Date applicant notified of outcome</td>
</tr>
</tbody>
</table>

- [ ] Student record updated
- [ ] Application filed

**Recommendation (to be completed by Student Adviser)**

---

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

---

**Signature:**

Date:

(Staff Name)

---

**Signature:**

Date:

(Academic Dean or their delegated authority)