

Vocational Education Reasonable Adjustment Form

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Personal information			
Student ID:			
First name:		Last name:	
Email:			
Telephone:	(W):	(H):	(M):
Subject:			
Course:			
What is Reasonable Adjustment?			
<p>Reasonable adjustment is an adjustment made for students who have a disability or ongoing health condition that impacts their ability to study or complete assessments.</p> <p>Examples of Reasonable Adjustment include, but are not limited to:</p> <ul style="list-style-type: none"> • Extending or modifying timeframes for assessments. • Approving the use of adaptive or assistive technologies. • Alternative methods of assessment. • Ensuring the language of assessment instruments do not create barriers (e.g. use of plain English). <p>While such adjustments are permissible, they must not compromise the integrity of the overall assessment. For further information please refer to the Access and Equity Policy in the Student Policies section on the Kaplan website.</p>			
Assessment for which Reasonable Adjustment is sought			
Exam	Quiz	Written Assignment	Oral Assignment
<p>In the below section please ensure you :</p> <ul style="list-style-type: none"> • Outline the nature of the disability/health condition for which you seek reasonable adjustment and your requirements. • Please attach supporting evidence from a health professional. The evidence supplied must identify and describe the disability/health condition and whether it is temporary or permanent. The evidence must also describe how it may adversely impact your capacity to study and complete assessments, and include the health professional's recommendations on the nature of the reasonable adjustment required. <p>PRIVACY — We recommend that you read Kaplan's Privacy Policy published on the Kaplan Professional website.</p>			
Student Declaration			
<p>I understand that the submission of an application for Reasonable Adjustment does not automatically mean it will be approved.</p> <p>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.</p>			
Signed (Student):		Date:	

Email to: studentadviser@kaplan.edu.au

Mail to: Kaplan Professional
L12, 45 Clarence Street, Sydney NSW 2000