

## Access Plans – Important Information

Your Access Plan is a formal agreement between yourself, the Disability Service, Program Director and the University of South Australia. It documents the impact of your disability, mental health or medical condition on your studies, agreed services that will be provided or arranged by the Disability Service and alternative exam adjustments (if required). It is based on information provided by you and supporting documentation provided by your treating practitioner. Your Access Plan is the tool to assist you in negotiating reasonable adjustments with University staff.

Now your Access Plan is finalised, the Disability Adviser will:

- Email a copy to your Program Director for their information.
- Provide you with an electronic copy of the Access Plan (and paper copy if required).
- Organise the agreed services (Note: some services, such as alternative print, can take up to 3 weeks to arrange).
- Organise agreed alternative exam arrangements for Exam Office coordinated exams (see Exams information for more detail about exams and on-campus exams/tests).

### Updating an Access Plan

Temporary Access Plans have an **expiry date**. You need to renew or update your Access Plan when:

- It is about to expire.
- Your disability related circumstances change.
- You change programs.

To update your Access Plan contact a Disability Adviser on your campus. You may need to provide additional or updated [Treating Practitioner documentation](#).

### Confidentiality and Disclosure

You should use your Access Plan to assist with disclosure at UniSA as it verifies the impact of your disability on study. It is up to you whether or not you discuss the nature of your disability with teaching staff. The Disability Service keeps your medical information confidential. No information about your disability is placed on your academic transcript or passed outside the University without your consent.

### Contacting Staff

**It is your responsibility to contact teaching staff**, provide them with a copy of your Access Plan, discuss your requirements and request and negotiate any reasonable adjustments in a timely manner.

At the start of each study period, you should **check the individual Course Outlines** to know how the course will be run and what will be expected, including assessments, timeframes and course requirements. It is advisable to then meet with your Course Coordinator to negotiate any adjustments to the assessment tasks or access to the course content required. A Disability Adviser can support you to negotiate reasonable adjustments with your academic staff, if required.

## Reasonable Adjustments

Reasonable adjustments are changes to course content, delivery and assessment which are required by law to accommodate the needs of students with disabilities.

Reasonable adjustments:

- Aim to accommodate the impact of your disability, mental health or medical condition and are based around the information in your Access Plan.
- Should maintain the **inherent requirements** of a course and the **academic integrity** of any assessment task or exam.
- Should be negotiated in a timely manner.
- Should not give an unfair advantage to a student with a disability over other students.

## Extensions for assessments

**An Access Plan does not give a student an automatic right to an extension.** You must apply for an extension **before the due date**. For most courses you are expected to request an extension online through your learnonline course site or as per the assignment details in the course outline. You will need to provide your Access Plan as supporting documentation and negotiate an alternative submission date.

## Exams

If your Access Plan documents Alternative Examination Arrangements, these will only apply to the end of study period examinations administered by the Exams Office.

You will need to:

- Read the exam information posted online in myUniSA for the standard exam venue and alternative exam venue locations, exam dates, times, venues and maps.
- Take a hard copy of your Access Plan to all exams to give to the invigilator.
- Notify the Disability Service if you wish to visit the alternative exam venue prior to the exam period.
- Finalise any alterations to your exam arrangements at least 5 weeks prior to the exam period.
- For timed in-class assessments (eg tests) you will need to negotiate any adjustments directly with the Course Coordinator.

## Language and Learning Services

Students with an Access Plan are eligible for support from Language and Learning Advisers. Assistance can be provided to develop academic skills and strategies in areas such as essay writing, research skills, and exam revision. Contact reception to book an appointment. You will need to tell the administrative officer that you have an Access Plan to gain access to this service.

## Further Information

For further information about Disability Services please refer to <http://www.unisa.edu.au/Disability/>

Email [disability@unisa.edu.au](mailto:disability@unisa.edu.au) or contact a Disability Adviser on your campus:

<http://www.unisa.edu.au/Disability/Contact-us/>

All students who have an Access Plan are eligible to use Off Campus Library Services.

<http://www.library.unisa.edu.au/students/services-for-you/off-campus-library-service/>

**Student Access Plans** <http://www.unisa.edu.au/Disability/Current-students/Access-plans/>

**Confidentiality** <http://www.unisa.edu.au/Disability/FAQs/For-students/#confidential>

**Disclosure** <http://www.adcet.edu.au/students-with-disability/>

**Strategies for Success** <http://www.unisa.edu.au/Disability/Current-students/Strategies-for-success/>

**Extensions**

<http://www.unisa.edu.au/Disability/Current-students/Academic-adjustments--support/Extension-Requests/>

**Negotiating Adjustments**

<http://www.unisa.edu.au/Disability/Current-students/Academic-adjustments--support/Negotiating-adjustments/>