

# FM-SRT05 – Special Examination Arrangements Application



Send to:  
Skills Recognition: Testing  
VETASSESS  
GPO Box 2752  
MELBOURNE VIC 3001

or in person to:  
Level 5  
478 Albert Street  
EAST MELBOURNE VIC 3002  
Fax Number: 03 9655 4899

Application Number

(Office Use)

This form is for **candidate** use. Before completing this application please read the information about 'Special Examination Arrangements' on the back of this form.

**All applications must be supported by RECENT medical evidence. Omission of such evidence could cause a delay to the decision or a refusal of the application.**

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

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

Postcode: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Candidate ID No: \_\_\_\_\_ Date of Birth:     /     /

Institute or Examination Centre: \_\_\_\_\_

**Examination:** (Place a tick (✓) in the box next to the examination)

- Real Estate (write specific examination name below)
- Plumbing (write specific examination name below)
- Victoria Police Education Entrance Examination

Examination Name: \_\_\_\_\_ Date of Exam:     /     /

State the grounds for your application: (If required, write additional information on back of form.)

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

Head of Department Recommendation: (If appropriate, please state special arrangement requirements).

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

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Head of Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Additional Writing Space:

---

---

---

---

### Special Examination Arrangements

Some external agencies support the provision of Special Examination Arrangements if certain conditions are met.

A candidate wishing to apply for Special Examination Arrangements for the *VETASSESS Test* must first discuss their requirements with the Course Coordinator at the RTO in which they are intending to apply. The Course Coordinator must then notify VETASSESS of their approval for Special Examination Arrangements.

A candidate who is able to sit for the examination but believes they may be disadvantaged may apply to the Manager, Skills Recognition: Testing, VETASSESS, for Special Examination Arrangements on the following grounds:

- physical disability
- sudden illness or injury
- death of a close family member
- severe trauma eg. recent victim of a crime or a natural disaster.

The Special Examination Arrangements procedure involves varying the conditions or procedures under which the candidate takes the examination. It does **not** allow for varying the requirements for passing the examination or satisfactorily completing the unit, module, course or requirement to which the examination relates.

Special Examination Arrangements may include:

- extra writing time
- extra reading time
- a rest period(s)
- provision of a scribe
- isolation provision
- provision of special equipment.

When appropriate, the Manager, Skills Recognition: Testing, VETASSESS may consult an independent expert (eg. medical practitioner, psychologist) in determining Special Examination Arrangements. Where required the applicant will meet the costs of this procedure.

Applications must be received on the VETASSESS *FM-SRT05 Special Examination Arrangements Application* (see Appendix I) as soon as possible prior to the scheduled examination. In urgent situations, the Examinations Officer or RTO seeking special examination arrangements may contact VETASSESS by phone and forward relevant documentation as soon as possible afterward. Application forms are available on the VETASSESS website at [www.vetassess.com.au](http://www.vetassess.com.au).

The application must be accompanied by **recent** professional evidence, such as:

- a medical certificate and a detailed medical report, including a recommendation for appropriate assistance
- a Statutory Declaration and written evidence of death of close family member or trauma.

Generally, recent professional evidence is evidence obtained within the previous 12 months.

Candidates will **not** be granted Special Examination Arrangements for reasons of:

- illness prior to or while studying for the Unit, Module or requirement was in progress
- alleged inability to study
- alleged inadequate teaching or instructional methods (including resources).

A candidate who applies for Special Examination Arrangements on the grounds of an ongoing or permanent disability which may affect performance on the examination when conducted under normal conditions, need only apply on one occasion. If Special Examination Arrangements have been approved, a letter will be issued by VETASSESS stating the nature of the Special Examination Arrangements to be provided. The letter must be produced on each examination occasion. The letter will be current for the year in which it was issued.

The Examinations Officer of the RTO at which the candidate is enrolled is responsible for ensuring proper provision of all Special Examination Arrangements approved by VETASSESS.

A candidate who is granted Special Examination Arrangements involving additional materials, personnel or other resources will be required to pay any expenses associated with provision of those resources.

All decisions made by VETASSESS related to Special Examination Arrangements are final and are not subject to appeal.