

**THE UNIVERSITY OF AUCKLAND  
POLICY ON SPECIAL CONDITIONS FOR  
WRITTEN TESTS AND EXAMINATIONS**

## **1.0 PURPOSE**

This policy outlines the framework established by The University of Auckland for the approval of special conditions in written tests and examinations for students with impairments.

## **2.0 POLICY**

The University of Auckland will provide appropriate special conditions to students with a permanent or temporary impairment, for written tests sat under exam conditions and examinations. Students are required to apply to the University for special conditions. Applications are made through one of two approved service providers – University Health Services for students with medical impairments or the Learning Disabilities team within Student Learning Services for students with learning impairments.

All applications must be supported by evidence from an appropriately qualified professional. The approved conditions are to be determined in accordance with guidelines established by the respective University service provider. Special conditions may therefore vary from those previously approved at other institutions or recommended by external practitioners.

Special conditions may be granted for a defined length of time or on a permanent basis depending on the nature of the impairment and the evidence provided.

Application for the approval of on-going special conditions for a permanent impairment must be made to the appropriate service provider no later than the second Friday following the commencement of lectures. Applications for temporary conditions must be made to the appropriate service provider as soon as possible.

## **DEFINITIONS**

Approved special conditions may include, depending on resource availability and assessment content:

- Extra time for rest breaks
- Additional writing time
- Access to a reader and/or writer
- Access to a stand-alone computer, without internet or network connectivity
- Examination venue with fewer or no other students present.

### **3.0 AUDIENCE**

All University staff and students

### **4.0 RELEVANT LEGISLATION**

Education Act, 1989

The New Zealand Bill of Rights Act, 1990

Human Rights Act, 1993

The Privacy Act, 1993

Health and Disability Commissioner Act, 1994

Disability (United Nations Convention on the Rights of Persons with Disabilities) Act, 2008

### **5.0 LEGAL COMPLIANCE**

The University is bound by various Acts of Parliament including those set out under the previous heading.

### **6.0 RELATED PROCEDURES**

Students with impairments must disclose any impairment-related requirements to either University Health Services or Student Learning Services in order to receive special conditions for their written tests or final exams, in accordance with the criteria established by the relevant service.

- University Health Services Guidelines
- Student Learning Services Academic Accommodations

### **7.0 RELATED DOCUMENTS**

- The University of Auckland Guidelines for the Inclusive Teaching and Learning of Students with Impairments
- The University of Auckland Teaching and Learning Policy: Assessment of Student Learning
- The University of Auckland Equity Policy
- Staff Guidelines on issues related to disclosure of information on disabilities or impairments
- Student Guidelines for disclosure of information on disabilities or impairments

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