

# Information for Students: Alternative Exams and Tests



This document details procedures in regard to exams/tests for students with an EQAL Plan.

## Useful Information:

- Once support is put in place it carries over across semesters till you complete your study, unless there are changes to your EQAL Plan during this time.
- Supports apply to all Exams/Tests.
- Notify your Disability Advisor promptly of any change in your circumstances and discuss possible change in your exams/tests support.
- Equity and Social Inclusion is within its rights to decline an exam/test request when:
  - resources such as room/supervisor are not available;
  - the exam/test paper has not been received or has been received too late;
  - the exam/test has been flagged less than five FULL working days before the scheduled test date
  - the reason of a deferred/rescheduled exam or test is other than disability or health condition.
- Equity and Social Inclusion only co-ordinates exams/tests when they are related to disability/medical conditions that are registered at Equity and Social Inclusion.
- Equity and Social Inclusion does not co-ordinate practice exams/tests.

## A. Mid-Semester/Mid-Trimester Exams/Tests.

Any exam/test not managed by the Examinations Office is considered under this category.

### What you need to do:

- Discuss your EQAL Plan with your Unit Coordinator. If your supports are minimal, e.g. extra time/ergo chair/separate sitting, request your Unit Co-ordinator to organise the 'in-school' exam/test. If supports are complex or this is not possible, you can sit the exam/test at Equity and Social Inclusion.
- In order to sit the exam/test at Equity and Social Inclusion you must log into your EQAL student account at <https://eqal.murdoch.edu.au/pages/student.php> and follow the steps to flag your exams/tests. For information, press the Help button.

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- You need to flag an exam/test at least five FULL working days before the scheduled date. This enables Equity and Social Inclusion to book rooms, engage supervisors and co-ordinate exam/test papers.

### B. End of Semester/Trimester Exams.

#### What you need to do:

- Register with Equity and Social Inclusion as early as possible in the semester to ensure timely delivery of support. You must register before Week 11 for your exams support to be accommodated in the immediate upcoming exams. For accidents and emergencies, support requirements lodged after Week 11 **may** be accommodated by Examinations Office.
- Your Disability Advisor informs the Examinations Office about your support requirements.
- Approx. three to four weeks before exams you will receive an email from the Examinations office with schedule and support entitlements. This email may end up in the junk/spam mail folder of your email account – so watch out for this.
- If you have not received the email within a fortnight of the start of exams, please contact the Examinations office.
- Make sure you read the email when you receive it. For further queries, call Examinations office 9360 2544/9360 2140 or email [exams@murdoch.edu.au](mailto:exams@murdoch.edu.au)

### C. In-house Final Exams.

- If your Unit Co-ordinator runs an 'in-house' final exam, the Examinations office will not organise it.
- The 'in-house' final exam must be in line with supports detailed in the EQAL Plan.
- Please discuss your EQAL Plan with the Unit Co-ordinator and ask the Unit Co-ordinator to supervise your in-house exam. If this is not possible, flag the test through EQAL as is done for Mid-Semester/Mid-Trimester Exams/Tests (see above).

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### D. Deferred Exams.

See <http://our.murdoch.edu.au/Student-life/Get-organised/About-exams/Deferred-assessment/>

- Download the two forms and follow the steps as advised.
- You need to apply before the exam date or latest within 3 days after exam date.

For further information call the Examinations Office (9360 2544 or 9360 2140) or email them at [deferred@murdoch.edu.au](mailto:deferred@murdoch.edu.au)