

Memo

2017 QCS Test special provision

Purpose

To inform schools of the special provision application process for the Queensland Core Skills (QCS) Test.

Background

Special provision is available to students who are affected by a medical condition, an impairment or exceptional circumstances that may act as a barrier to their access to the test or to their demonstration of achievement in the test.

Before the test

Special provision	Who may apply	Closing date
Special arrangements are practical adjustments to the test conditions, e.g. restbreaks, A3-size test materials, computer.	<ul style="list-style-type: none">OP-eligible studentsOP-ineligible studentsPrivate-entry candidates	Long-term impairments — applications close on 21 May 2017 , unless the condition is diagnosed after this date.
Exemption allows a student to be absent from the test and remain eligible for an OP. Exemption will be considered where students are so severely affected by their impairment/circumstances that they will be unable to sit the test with the special arrangements that are available.	<ul style="list-style-type: none">OP-eligible students	Short-term impairments — do not submit an application before the category-specific dates shown on pages 9 to 20 of the special provision handbook.

After the test

Special provision	Who may apply	Closing date
Absentee exemption allows a student who was absent from the test to remain OP-eligible. The absence must have been unforeseen and unavoidable.	<ul style="list-style-type: none">OP-eligible students	Applications close on 5 October 2017 .

Special provision	Who may apply	Closing date
<p>Declaring a test grade null and void allows a student who sat the test to choose not to receive a test grade. OP-eligible students remain OP-eligible.</p> <p>Students may apply if they believe that illness or exceptional circumstances significantly affected their performance during all or part of the test.</p>	<ul style="list-style-type: none"> • OP-eligible students • OP-ineligible students • Private-entry candidates 	<p>Applications close on 5 October 2017.</p>

Application process

Applications are to be submitted online via the QCS Special Provision Applications area, located within the QCAA secure website (General login & accounts). Please do not email forms.

Staff require SCHOOLSEP access to view the QCS Special Provision Applications area. SCHOOLSEP access can be granted by a person at your school with ORGADMIN access. Please ensure that at least two staff members have SCHOOLSEP access to provide continuity in the case of staff absence.

Applications open on **20 March 2017**.

To submit an application, go to www.qcaa.qld.edu.au > General login & accounts > QCS Special Provision Applications > QCS Test > Special Provision > New application.

A student who wishes to submit an application directly to QCAA should phone (07) 3864 0227.

Documentation

Students must submit suitable documentation to support their application.

Medical documentation must be provided by a suitably qualified person who is not related to the student and is not employed by the school. Refer to the *QCS Test: 2017 Special provision handbook* available from www.qcaa.qld.edu.au/senior/qcs-test/special-provision.

What you need to do

- Ensure that all students are aware that special provision is available. An application should be submitted for any student who believes they have a reason for applying.
- If you have students with long-term medical conditions/impairments, encourage them to start obtaining documentation to support their application. Documentation requirements are outlined in the *QCS Test: 2017 Special provision handbook*, available from www.qcaa.qld.edu.au/senior/qcs-test/special-provision.
- Arrange SCHOOLSEP access to the QCAA secure website for staff members who will be responsible for submitting applications.

Finding out more

For further information, please email qcs.spc@qcaa.qld.edu.au or phone (07) 3864 0227.

For help accessing the secure website, please email QCAA's Helpdesk at helpdesk@qcaa.qld.edu.au or phone (07) 3864 0278.

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