

Assistance for Candidates Policy

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|-----------------------------|---|--|--|
| Responsible Officer | Head of Education (or their Delegate) | | |
| Contact Officer | Delivery Manager, Admission Programs | | |
| Superseded Documents | R1 Regulations for the Chartered Accountants Program (retired 1 March 2015) | | |
| Effective Date | 3 March 2015 | | |
| Next Review | 3 March 2018 | | |
| Associated Documents | Candidate Assistance Online Application form (via LMS) | | |

| Version | Authorisation | Approval Date | Effective Date |
|---------|---|----------------|-----------------|
| 1.0 | Authorised by the Director, Chartered Accountants Program Australia & New Zealand | 27 August 2012 | 1 November 2012 |
| 2.0 | No content change – reformatted according to Chartered Accountants ANZ branding and terminology | 1 March 2015 | 3 March 2015 |

1. Preamble

As a registered Higher Education Provider, Chartered Accountants Australia and New Zealand must provide assistance for a candidate who has a disability or is experiencing circumstances that will impair his/her module assessment performance.

2. Purpose

This policy provides a framework for the consideration of requests, the circumstances in which assistance may be requested and the types of assistance that may be provided.

3. Scope

The policy applies to all applying and registered candidates of the Chartered Accountants Australia and New Zealand (Chartered Accountants ANZ) Chartered Accountants Program.

4. Definitions

For the purposes of this policy, 'candidates' means all applicant and registered Chartered Accountants Program candidates of Chartered Accountants ANZ. This includes candidates studying offshore or through arrangements with other professional bodies.

5. Policy Statement

Requests will be considered where:

- the request is specific as to the nature and extent of any assistance being sought;

AND

- the request includes independent medical or other appropriate professional evidence of the candidate's disability or circumstance;

AND

- the request includes independent medical or other appropriate professional opinion as to the nature and extent of assistance required to satisfactorily compensate for the disability or circumstance.

The following factors will be considered when a request is received:

- whether the assistance requested will be provided in full or in part
- who will provide the assistance (ie. Chartered Accountants ANZ, and external provider or the candidate)
- whether the assistance will be provided for one module or for the entire program (therefore dispensing with the need for candidates with permanent disabilities to re-apply)
- whether there will be charge for the assistance provided (Chartered Accountants ANZ reserves the right to recover from the candidate all or part of the cost of any assistance provided).

Appendix 1 outlines details of possible circumstances where assistance may be requested and suggestions as to the assistance that may be provided.

6. Legal & Policy Framework

This policy operates in addition to the laws which regulate our daily lives and in the context of related Chartered Accountants ANZ policy and procedure

7. Implementation

A candidate who seeks assistance is required to make his/her request to Chartered Accountants ANZ at least one calendar month prior to the module commencement date.

TopClass will allow candidates to notify Chartered Accountants ANZ of any special assistance required at the time of registration for the Chartered Accountants Program. Reconfirmation or notification of assistance required, which was not known at the time of registration, can also be made at the time of enrolment, (or any later time as necessary).

8. Roles & Responsibilities

In circumstances where a precedent has already been set and appear in the table in Appendix 1, assessment staff may manage and approve requests from candidates, make arrangements when required, and invoice candidates for reimbursement of costs when appropriate.

In circumstances that have not been considered previously (i.e. do not appear in the table in Appendix 1), the Admissions Programs Delivery Manager will consider the request and determine the appropriate assistance to be provided.

9. Support & Advice

Advice on this Policy can be obtained from the Admissions Policy Manager.

10. Appeals

If candidates wish to lodge a grievance regarding a module exemption related decision, they should refer to the framework set out in the Candidate Complaints, Grievances and Appeals Policy.

11. Review

This policy is due for review three years from the latest date of effect.

Appendix 1 – Candidate assistance precedents

| Circumstance for which assistance may be requested | Assistance allowed, depending on severity of circumstance |
|--|---|
| Handwriting impairment | Extra writing time Laptop Writer/Scribe and a separate room |
| Hearing impairment | Advise workshop facilitator and/or exam supervisor (if candidate wants them to know) Signer for workshops Appropriate seating (ie. close to presenters) |
| Visual impairment | Advise workshop facilitator and/or exam supervisor (if candidate wants them to know) Enlarged exam paper and print materials. Extra time Appropriate seating (ie. close to whiteboard and presenters) |
| Occupational Overuse Syndrome (OOS) | Extra writing time and/or Writer/Scribe Laptop Separate room |

Appendix 1 – Candidate assistance precedents

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|---|---|
| Dyslexia | Extra reading time Extra writing time Reader/Writer/Scribe Separate room |
| Anxiety attacks | Separate room |
| Claustrophobia | Separate room |
| Pregnancy | Desk that allows stretching and easy access to toilet |
| Breast feeding | Allow to leave exam room as often as necessary Possibly extra time |
| Mobility issue (eg. in wheelchair) | Wheelchair access and appropriate desk |

For further information:

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