

Equitable Amendment and Specific Consideration Policy



## Definitions

<b>Equitable Amendment</b>	The measure or action taken to assist a dance student with a disability or a special need, to participate in ATOD examinations.
<b>Specific Consideration</b>	The measure of action taken to review the situation of the candidate who presented for an ATOD Examination, but who may have been disadvantaged by unfavourable situations directly before the examinations, or at the time of the examination.

## Equitable Amendment Policy and Special Considerations

### 1. Overview /Purpose

- 1.1 To cater for examination candidates who may feel unable to enter the examination due to specific obstacles.
- 1.2 To cater for examination candidates who may feel that their ability to complete an examination, may be compromised, due to a physical obstacle, such as a disability/special needs, or medical condition.
- 1.3 To protect the integrity of the examination gradings for candidates who do not present with any such obstacles.

### 2. Obstacles to examination entry may include but not limited to:

- 2.1 Special Needs or Disability in this instance, refers to visual impairment, hearing impairment, lack of physical mobility, and learning or behavioural disorders that may prevent the candidate from achieving the learning outcomes of the physical dance examination, including the response to oral questioning as in dance terminology or specific genre theory.
- 2.2 Financial aspects, such as the candidate's inability to enter the ATOD dance examinations due to the inability to service the fee payment for the examination.
- 2.3 Religious considerations may include the candidates who, due to specific religious beliefs, need to wear specific items of clothing in the examination. It may also include the candidate's inability to attend the examination day due to religious beliefs.
- 2.4 Aspects of gender refers to a candidate who may not want to enter the examination due to the content of the examination not relating to their chosen gender.



### 3. Methods of reducing the effects of obstacles to examination entry may include but not limited to:

- 3.1 ATOD respects and allows for the presentation of Special Needs, Disability and other medical conditions documentation, in order to consider 'equitable amendments' for the examination candidate. This includes physical, mental and medical conditions that may affect the examination process. This official documentation must be sent to ATOD head office, by the entering teacher of the candidate, prior to the examination entries closing date, that being one month prior to the requested examination date.
- 3.2 ATOD allows for special consideration of financial hardship and allows for the teacher entering a candidate, to submit an application for consideration on behalf of a student. ATOD has a relief fund, for such purposes and will identify each case on its merits.
- 3.3 ATOD requires a suitable uniform that belongs to the participating dance studio to be worn in the examinations. Guidelines for this attire is addressed in the Members Examination Manual that is available to be sourced at [www.atod.net.au](http://www.atod.net.au). Where a candidate requires permission to make an adaption to the guideline, due to religious beliefs, a written request is to be made by the entering teacher on behalf of the student, specifying the reasons for the request, how this alteration will maintain safe dance practice for all candidates in the examination room, and how the alteration is in accordance with a safe examination environment.
- 3.4 ATOD policy wishes to ensure equal treatment of males and females in the examination process. Candidates will be examined in the gender in which they identify.

### 4. Examples of equitable amendments

The amendment will be considered on a case by case basis, and will be based on the candidate's circumstances or condition, and what the request is actually asking ATOD to consider. These may include but are not limited to:

- 4.1 Examination entry fee assistance
- 4.2 Extra time required for examination due to physical health or specific condition e.g. diabetes test, medication, rest during the examination because of feeling unwell, due to the disability or special needs condition.
- 4.3 Waiver of oral theory questions due to special needs conditions.
- 4.4 Examiners may need to use a speaking device to assist hearing impaired candidates.
- 4.5 Examiners may require the use of an interpreter e.g. sign language, language differences.
- 4.6 Special studio lighting or sound equipment may be required to assist special needs candidates.
- 4.7 Examiners may need to wear personal amplifiers.
- 4.8 Moderation of examination uniform subject to health and safety requirements and safe dance practice.
- 4.9 Candidates presenting with a special needs or disability and an accompanying medical report stating the examination process will not cause any problems for the candidate.
- 4.10 Candidate to be examined according to syllabus criteria for the gender with which they identify.

## 5. Process of application

- 5.1 The ATOD registered teacher is to apply for equity amendment on behalf of the examination candidate.
- 5.2 The application form for equity amendment, which is available on request from ATOD head office, and required accompanying medical documentation or evidence, is to be submitted to the ATOD Examinations Manager, prior to the closing date for entries for the dance studio's examinations.
- 5.3 The application form and the medical documentation must be submitted in separate documents. Medical information and other evidence documents will be destroyed as soon as the consideration has been finalised.
- 5.4 ATOD will not commence consideration unless documentation is received as in 5.3.
- 5.5 The form should clearly identify the nature of the candidate's condition and the amendment required. If ATOD requests further information, and none is forthcoming within five days, the application may be rejected. ATOD will rely on truthful information given by the applicant.
- 5.6 Under no circumstances should any ATOD Examiner be given application forms for Equitable Amendment or letters from parents, or candidates on the day of the examination, or at any time prior to, or after the examination date. Examiners will be advised to decline any such information on the day of the examinations.
- 5.7 Medical information may not be necessary for some conditions however the applicant should inquire from ATOD to ensure this is the case.
- 5.8 ATOD will determine whether or not to approve or decline the request for a reasonable equitable amendment, on the nature of the amendment requested, the reasons given and the practicalities of its implementation.



## 6. Special Consideration

- 6.1 The ATOD dance studio teacher is given the option to enter a candidate for an examination, where a graded mark will be awarded, or to enter the candidate as a Participant, where a simplified report and medal will be issued, however no graded mark will be awarded.
- 6.2 This decision in 6.1 can be recorded on the examination entry form when submitted prior to the closing date of the studio examinations. The Examiner can also be notified before the start of the examination day. Medical reports and Equitable Amendment documents are not required by the Examiner.
- 6.3 Candidates who carry a recent injury into the examination room, will only be allowed to do so, with the production of a signed letter from a medical professional identifying the injury and stating that “participating in the examination with ATOD will not enhance this injury for the candidate”. If this is not produced, the candidate will not be able to enter the examination room.
- 6.5 If a candidate becomes ill or injured during the examination, the Examiner of the day will inform ATOD. The candidate will not be able to complete the examination. In this case, a partial refund will be given by ATOD upon receipt of the Refund Application form which must be submitted by the ATOD studio teacher.
- 6.6 If a candidate sustains an injury or becomes ill, directly prior to the examination, and is therefore unable to enter the examination, a partial refund of examination fees will be given by ATOD upon receipt of the appropriate information on the Examination Refund Application form.
- 6.7 ATOD will consider a partial refund of examination fees for candidates who were unable to enter the examination on their set examination day due to extenuating circumstances such as funerals, family bereavement, very serious adverse weather conditions, or accidents. This will be considered in relation to the date of the extenuating circumstances.
- 6.8 ATOD will not consider a partial refund of examination fees for candidates who elect to withdraw from the examination without having exceptional circumstances.
- 6.9 ATOD will not consider a partial refund of examination fees if the candidate failed to attend the examination at the scheduled time.
- 6.10 ATOD considers that special consideration is not generally appropriate for candidates whose illness or injury was known about the time that entries were submitted to ATOD.
- 6.11 ATOD cannot give special consideration to candidates who commence the examination, but do not complete it fully as per the requirements. The candidate can only be assessed on the performance given during the entire examination.
- 6.12 ATOD will allow for a student who is ill or injured during the examination, or just prior to the examination date, to attend another examination session at a later date with the same Examiner in attendance. Teachers who have students in this situation, can request ATOD head office staff to let them know of other examination sessions where that same Examiner will be attending. The teacher may then contact a fellow studio owner to request that the student participate in their examination day. If there is no session available for that student, then the partial refund policy will apply.



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