



## ATOD Equitable Amendment and Special Consideration Policy

### Purpose

The purpose of this policy is to ensure that all students have fair and equitable access to ATOD examinations while maintaining the integrity and standards of the examination process.

ATOD recognises that some students may face circumstances that affect their ability to participate fully in examinations. This policy outlines the procedures and conditions under which:

- **Equitable Amendments** may be approved to adjust examination conditions.
- **Participation Certificates** may be used when the student is unable to complete the full examination requirements.

### Principles

**Key Principle:** Equitable amendments adjust the examination conditions in which a student is assessed, but do not alter the required skills, competencies, or learning outcomes. All students, regardless of adjustments, must meet the same core syllabus standards.

ATOD is committed to ensuring that:

- all students are treated fairly and respectfully
- reasonable adjustments are made where appropriate
- safe dance practice is maintained at all times
- consistent examination standards and marking criteria across all students.

Equitable amendments may modify examination conditions, but they do not reduce the level of skill, competence or knowledge required.

### Definitions

**Equitable Amendment:** *An Equitable Amendment adjusts the conditions in which a student is assessed, without changing the syllabus content, expected competencies or examination marking criteria.*

**Equitable Amendment = Same examination content, adjusted conditions only.**

Crucial Point: The student must still demonstrate all required syllabus content and expected competencies (only the examination conditions may be adjusted).

In this situation an application form must be submitted for adjustments to be made to examination conditions, such as:

- Additional time or rest breaks
- Communication support or interpreters
- Assistive technology
- Adapted physical support

***Participation Certificate:*** A participation certificate may be used when a student is unable to demonstrate all the required syllabus content and expected competencies. The student would not be assessed against the examination marking criteria.

### **Participation Certificate = Adjusted examination content.**

Crucial Point: Participation certificates allow for adjustments to the syllabus content demonstrated in the examination. The examination conditions may also be adjusted.

In this situation the teacher does not submit an application form:

- the teacher records the student as a Participant on the Exam Plan
- only syllabus content that the teacher deems safe/appropriate for the student to present needs to be demonstrated in the examination
- the student is not assessed against the examination marking criteria
- no graded mark is issued
- a simplified report (participation certificate) is issued
- a medal is issued

### **Circumstances**

Circumstances that a teacher may consider an Equitable Amendment Application OR a Participation Certificate may include, but are not limited to:

Disability or Special Needs, such as:

- visual impairment
- hearing impairment
- physical mobility limitations
- learning or behavioural conditions
- neurological or developmental conditions

Medical Conditions

- temporary or ongoing medical conditions that may affect a student's ability to demonstrate examination material safely

Financial Hardship

- a student may be unable to enter examinations due to financial hardship
- ATOD may consider applications for assistance through available relief funds

### Religious Considerations

- students may request adjustments to examination uniform or attendance arrangements where religious beliefs require accommodation

### Gender Identity

- Students will be examined according to the gender with which they identify

## **Examples of adjustments for Equitable Amendments**

Equitable amendments are assessed on a case-by-case basis.

Adjustments may include, but are not limited to:

### Examination Environment Adjustments

- modified studio lighting or sound levels
- low-stimulus examination environments

### Examination Procedure Adjustments

- additional preparation time between exercises
- rest breaks during the examination
- extended time to complete examination

### Communication Support

- sign language interpreters (provided by the studio/student)
- language interpreters where appropriate (provided by the studio/student)
- assistive communication devices (provided by the studio/student)
- examiner amplification devices (provided by the studio/student)

### Physical Support

- the use of approved physical assistance for students with mobility limitations
- adapted positioning or support where necessary

### Sensory Support

- sensory aids or adjustments for students with sensory processing needs

### Uniform Adjustments

- approved adaptations to examination uniform for religious, cultural, or medical reasons where safe dance practice is maintained.

**Mandatory requirement: All adjustments must preserve examination integrity and safe dance practice. ATOD must ensure that examination standards and marking criteria remain consistent across all examinations.**

## **Process for Equitable Amendments Applications**

### Application Responsibility and Submission Requirements

- applications must be submitted by the ATOD registered teacher on behalf of the student
- applications are to be submitted via the link on Members section of the ATOD Website

### Applications must include

- completed Equitable Amendment application form
- supporting documentation where required

### Application Timeframes

- applications must be submitted **4 weeks** prior to the examination start date
- this timeframe is important to allow ATOD to assess and consider the requested adjustments and to advise the Examiner in advance

### Application Assessment

- ATOD reserves the right to decline an application if the requested adjustments compromise the examination integrity, safe dance practice or expected standards
- ATOD reserves the right to request further information and/or supporting documentation from a qualified professional to fully consider an application. This may include documentation from medical practitioners, allied health professionals or educational specialists

### Medical Documentation

- medical or professional documentation must not include recommendations or instructions to examiners regarding how the student should be assessed or graded. Any such recommendations will not be considered as part of the Examiner's marking criteria or grading process
- medical information will be treated as confidential and handled in accordance with privacy requirements

### Confidentiality

- medical documentation will be stored securely
- medical documentation will only be used for the purpose of assessing the application
- medical documentation will be destroyed once the exam process is completed

### Examiner Information

- ATOD will notify the Examiner of any approved applications and adjustments prior to the examination
- under no circumstances should equitable amendment application forms be presented to the examiner on the day of the examination

## **Process for Participation Certificate**

Teachers may enter a student as a Participant where a medical condition, disability, or injury prevents the student from safely completing the full syllabus requirements.

Teachers may also enter a student as a Participant for other reasons, such as:

- a student may have only been learning for a short period of time, or may not have the confidence to enter as a full examination candidate but still wishes to enter with their friends
- at the time of submitting the Exam Plan, the teacher may be unsure if the student will be ready to enter as a full examination candidate, and so the teacher and student/family mutually decide to enter as a Participant
- the Participation Certificate ensure all students are able to gain a sense of self confidence and achievement. Regardless of the student's time spent in learning or technical ability, the Participation Certificate will also give them an opportunity to move forward in a positive way.

The teacher does not need to submit an application form.

The teacher must record the student as a Participant on the Exam Plan.

As a participant:

- only syllabus content that the teacher deems safe/appropriate for the student to present needs to be demonstrated in the examination
- the student is not assessed against the examination marking criteria
- no graded mark is issued
- a simplified report (participation certificate) is issued
- a medal is issued
- the examination entry fee remains the same
- the student may enter for the examination as a full candidate at a later date (three months must elapse before a student may re-sit the same examination)

## **Review**

This policy will be reviewed periodically by ATOD to ensure it remains consistent with best practice in dance education and examination administration.

Policy implementation details:

Implementation date	Version number	Summary of changes	Responsible officer	Board approval date
15/04/2026	2.0	Policy review	Elaine Bartley	15/04/2026