

How to Apply For AccessAbility Exam Adjustments

For mid-term/on-course exams, tests, quizzes held **on campus**, you will need to notify Examinations to apply your adjustments.

What Do I Have to Do?

Review your subject outline and if your adjustments are required for your mid-term, on course exam, test, or quiz, please follow the process below:

- Email: exams@jcu.edu.au
- Email subject line: "Mid Term adjustments – Student Name and ID number"
- Include which subject/s you want your adjustments to be applied to.
- Include the Study Period in which your subject is running (eg. TR1, SP1)
- Include the **date and time** of your upcoming exam.

To make it easier you can send in all the subjects/date and times for the whole Semester or Trimester in one email.

You must send the email request at least **10 University working days before your test**. If a late request is submitted, your adjustments may not be able to be accommodated.

If you do not require your adjustments to be applied for an upcoming test, quiz or exam, you do not need to take any action. Mid-term/on-course adjustments are only applied if you request them.

What happens next?

- You will receive an acknowledgment email from Exams confirming your request has been received.
- **A confirmation email will be sent to you 5 working days before your exam date**, which will confirm:
 - **Date** of your exam
 - **Time** of your exam
 - **Location** of your exam
 - Adjustments that have been accommodated.
- **Please reply to the exams email** to confirm that the adjustments are correct, and you have intentions of attending the exam.

The adjustments applied will be based on your Access Plan. It is your responsibility to check your adjustments for your exam are correct. If there are any errors or missing adjustments, please contact exams immediately.

What About Online Tests/Quizzes NOT held on campus?

For online tests sat at home you will need ask your subject coordinator to have your timing adjustments added to LearnJCU.

What About Practical Exams?

You will need to meet with an AccessAbility Advisor if you require adjustments for Practical Exams (this may also include VIVA, MSAT, OSCE). If you have adjustments for Practical Exams on your Access Plan, please contact your Subject Coordinator directly to ask them to be applied.

What About End of Semester/Trimester Centrally Administered Exams?

If the date of your exam appears in the [Academic Calendar](#), listed as Exam Period, then your adjustments will be automatically applied and you do not need to take any action.