

Curtin Access Plan Frequently Asked Questions

Contents

Curtin Access Plans:	3
What is a Curtin Access Plan and how can I obtain one?	3
I don't have a formal diagnosis or supporting documentation. Can I still apply to obtain a CAP?	3
How recent must my documentation to organise a CAP be?	4
I have Irlen Syndrome/Scotopic Sensitivity Syndrome. Am I eligible for a CAP?	4
How long does it take for my CAP to be active?	4
I have a CAP, but I don't know where it is. How can I get a copy of it?	5
Do I need to send a copy of my CAP to my Unit Coordinator?	5
I haven't received an Official Communication from my Unit Coordinator about my CAP. What should I do?	5
My CAP has expired. Can I get it re-instated?	6
My situation has changed and the adjustments in my CAP aren't meeting my needs. What should I do to update my CAP?	6
Assessment Arrangements:	6
If I have additional days to submit assessments specified in my CAP, do I have to apply for an assessment extension to access them?	6
If I get a CAP in the middle of the study period, does it apply for the remainder of the study period?	7
Exam and test arrangements:	7
Can I attend the main venue if I have a Curtin Access Plan (CAP) with 'alternate exam arrangements'?	7
My exam timetable and conditions don't match up with my CAP conditions. What should I do?	7
Can my CAP 'alternate exam/test arrangements' be applied to school-based exams and tests?	7

I have a Curtin Access Plan (CAP) with 'alternate exam arrangements'. Why does my exam pack cover contain both an Exam Coversheet and an Individualised Alternative Exam Pack Cover?	8
How do I use rest breaks in my CAP 'alternate test/exam arrangements' in my exams?.....	8
I require a scribe to be available during in-person school-based tests/exams as per my CAP. What should I do?.....	8
Environmental adjustments:	9
I require ergonomic/assistive equipment/furniture to be available to me in teaching venues and exams each study period, as per my CAP. What should I do?	9
I require a wheelchair accessible venue, as per my CAP. What should I do?	9
Coursework adjustments:	9
I require captions and transcripts, as per my CAP. What should I do?	9
Additional supports:	9
I require in-class support arranged, such as a notetaker or Auslan interpreter, as per my CAP. What should I do?	9
I have an external support worker who will be attending campus and classes with me. Do I need to register their attendance with anyone?	9

Curtin Access Plans:

What is a Curtin Access Plan and how can I obtain one?

A Curtin Access Plan (CAP) is an official document developed by Curtin University's AccessAbility Services to support students who have a diagnosed disability, medical or mental health condition, or significant caring responsibilities for a person with a disability. Its purpose is to outline reasonable adjustments that enable equitable access to learning and assessment without compromising academic integrity. Reasonable adjustments are recommended for each student during their intake appointment with AccessAbility. To find out more, and to view an example CAP, please click [here](#) to be taken to the webpage.

To get a Curtin Access Plan (CAP), you need to follow a process through Curtin University's AccessAbility Services. You can apply for a CAP if you:

- Have a diagnosed disability, medical or mental health condition.
- Have a temporary disability (e.g., fractures, injuries).
- Have significant caring responsibilities for a person with a disability.

Students need to attend an intake appointment with an AccessAbility Advisor to determine suitable reasonable adjustments. Book an appointment with an AccessAbility Advisor by calling reception on 08 9266 7850 or Freecall: 1800 651 878. Appointments can be in person, via phone or online. Alternatively, enrolled students can follow this link to [book online](#). Booking early is recommended as wait times can be extended during peak periods. Please advise at the time of booking if you have any specific needs for the appointment, such as information in an alternative format, or an Auslan interpreter. Please ensure that you have documentation detailing your diagnosis, medical condition, or caring responsibilities from an [appropriately qualified health professional](#).

I don't have a formal diagnosis or supporting documentation. Can I still apply to obtain a CAP?

AccessAbility Services and CAPs are provided to students who can provide documentation or demonstrate a formal diagnosis. If you are on a waitlist to be assessed for a medical condition or disability, it may be possible to provide a short-term CAP if supporting documentation demonstrating a functional impact upon studies can be provided.

How recent must my documentation to organise a CAP be?

Health professional documentation must meet the following currency requirements:

- For temporary or fluctuating conditions, you may be required to submit new documentation each semester or when your Curtin Access Plan expires.
- For permanent conditions, you must submit documentation initially, and thereafter only if your condition or support needs change.
- For Specific Learning Disorders (dyslexia, dysgraphia, and dyscalculia), we request that your documentation be dated within the past three years if the assessment was conducted before you turned 16. For queries about Irlen Syndrome/Scotopic Sensitivity Syndrome, please refer to the question below.

AccessAbility Services will make the final decision on the suitability of your documentation and how often it should be updated.

I have Irlen Syndrome/Scotopic Sensitivity Syndrome. Am I eligible for a CAP?

Students with Scotopic Sensitivity Syndrome/Irlen Syndrome can access a CAP by having an appropriately qualified health professional complete the Curtin University Health Professional Report. Adjustments such as coloured paper, the ability to wear coloured glasses, and alternate lighting for exams may be provided.

If further adjustments are requested, AccessAbility Services will request evidence of an adult psychometric learning assessment conducted by a relevant professional, such as a psychologist, using reliable, valid and standardised tests.

How long does it take for my CAP to be active?

Your CAP will be sent to your student email address shortly after your appointment, provided that you have supplied documentation of your medical condition/disability or caring responsibilities. Your CAP will only become active once you follow the link in the email to complete your Student Declaration. Please note that during peak times, your CAP may take longer to be sent to you.

The Unit Coordinator will communicate with you via the Official Communications Channel the adjustments they can accommodate and reasons if they are not able to accommodate any. Your CAP adjustments will not be applied until your Unit Coordinator has reviewed it.

I have a CAP, but I don't know where it is. How can I get a copy of it?

All students have their CAPs sent to their student email, from a "do not reply" email address for them to review before completing their Student Declaration. The subject line of this email will be "Finalising your Curtin Access Plan." Your CAP can be found attached to that email. You can email Access.Ability@curtin.edu.au with your student number to request another copy.

Do I need to send a copy of my CAP to my Unit Coordinator?

Once you have completed your declaration, your CAP should be automatically distributed to your Unit Coordinators. This will occur overnight if the CAP is activated within a current study period. Otherwise, the CAP will distribute 7 days before the start of a study period.

Your Unit Coordinator will receive your CAP and will have 7 days to review it, they will then advise you which adjustments can be accommodated in their unit. Your Unit Coordinator may be unable to accommodate all requested adjustments due to unreasonable hardship, impact to yourself or other students, or because the requested adjustments compromise the inherent requirements of the unit. Your Unit Coordinator should communicate this with you via your Official Communications Channel, located in OASIS.

Please do not assume these adjustments have been applied until you have had written confirmation from the Unit Coordinator.

I haven't received an Official Communication from my Unit Coordinator about my CAP. What should I do?

CAPs are automatically distributed to Unit Coordinators 7 days prior to the study period commencing. Unit Coordinators have 7 days to review a CAP and provide confirmation via Official Communications of what adjustments can be applied. If you have not received a response within 7 days, please email a copy of your CAP to the Unit Coordinator, as system outages or outdated contact details may have prevented automatic distribution.

If further support is required, please email Access.Ability@curtin.edu.au with the relevant unit codes and staff details.

My CAP has expired. Can I get it re-instated?

Yes. Please email Access.Ability@curtin.edu.au with updated documentation (if your support needs, diagnosis, or caring responsibilities have changed) and call Reception on (08) 9266 7850 or Freecall: 1800 651 878 to book a 30-minute express appointment.

If you have a permanent condition and your needs have not changed, there is no need to book an appointment, and your CAP can be updated via emailing Access.Ability@curtin.edu.au.

My situation has changed and the adjustments in my CAP aren't meeting my needs. What should I do to update my CAP?

We understand that circumstances and medical conditions can change. As such, your CAP can be reviewed at any time, to ensure the reasonable adjustments provided match the functional impact of your medical condition/disability or caring responsibilities.

Please call Reception on (08) 9266 7850 or Freecall: 1800 651 878 to book a 30-minute express appointment. Please email Access.Ability@curtin.edu.au with documentation to support any changes in diagnosis or caring responsibilities.

Assessment Arrangements:

If I have additional days to submit assessments specified in my CAP, do I have to apply for an assessment extension to access them?

Additional days may be provided as a reasonable adjustment in a CAP. These days are different to extensions. They are provided to enable students to access additional supports, such as mentoring or study tools, to complete assessments on an equitable basis. Additional days are applied to assessments automatically, unless a Unit Coordinator has specified in an Official Communication that they do not apply to a specific assignment.

Students may apply for an Assessment Extension in addition to their CAP. Students are required to obtain additional documentation as specified on the form. Days granted as an extension are added to the additional days stated in the CAP.

If I get a CAP in the middle of the study period, does it apply for the remainder of the study period?

Yes, however Unit Coordinators and Teaching Support Officers require some time to apply alternative arrangements to school-based tests/exams. Please let your Unit Coordinator and AccessAbility Advisor know if you have any tests or assignments scheduled within two weeks of receiving your CAP, as they may not be able to apply your accommodations in time. AccessAbility Services may be able to assist you to defer the test/exam if required.

Please note that there is a deadline to implement Alternate Exam Arrangements in time for the Centrally Scheduled exam period. [Refer to the key dates webpage here](#) for centrally scheduled exams, however generally the deadline for alternative exam arrangements is **six weeks** before the exam period starts.

Exam and test arrangements:

Can I attend the main venue if I have a Curtin Access Plan (CAP) with 'alternate exam arrangements'?

No. If your Curtin Access Plan (CAP) includes approved 'alternate exam arrangements' which include an alternate exam venue, you must attend the venue listed on your exam timetable. A seat will not be available for you in the main exam venue as numbered seating and arrangements are planned in advance.

My exam timetable and conditions don't match up with my CAP conditions. What should I do?

For any [Centrally Scheduled exam](#), it is your responsibility to check your CAP conditions against your exam timetable when the draft & final exam timetable is released. If your exam timetable does not match your approved CAP conditions, please contact AccessAbility at access.ability@curtin.edu.au.

Can my CAP 'alternate exam/test arrangements' be applied to school-based exams and tests?

Some alternative test/exam conditions are unable to be applied to tests/exams that are run by your school. These include things like morning or afternoon exam requests, which are only possible for [Centrally Scheduled exams](#).

I have a Curtin Access Plan (CAP) with 'alternate exam arrangements'. Why does my exam pack cover contain both an Exam Coversheet and an Individualised Alternative Exam Pack Cover?

If you have approved 'alternate exam arrangements' in your Curtin Access Plan (CAP), you will receive two coversheets as part of your exam pack.

Exam Coversheet

This is the standard coversheet provided to all students sitting the exam and is stapled to the exam paper. It shows the standard exam duration and conditions for the unit.

Individualised Alternative Exam Pack Cover

This cover sheet is on the outside of your exam pack and is specific to you. It will have your name and lists your approved CAP exam arrangements, including your inclusive exam duration (e.g. any approved additional time). If this pack cover appears incorrect on the day, please notify the Exam Invigilator immediately.

How do I use rest breaks in my CAP 'alternate test/exam arrangements' in my exams?

In-person exams:

Raise your hand and tell the invigilator you are taking a rest break. The invigilator will record the start and end times on your exam cover sheet so your exam finish time can be adjusted correctly.

Online exams:

State to the camera that you are starting your rest break and note the time (e.g. 2:15pm). Remain in camera view. When you finish, state to the camera that you are ending your break and note the time. It is recommended you also write down your break times for your own time-keeping and in case of academic integrity review. If your CAP allows bathroom use during rest time, state this to the camera before leaving view.

Note: Some online exams may be split into Part A and Part B, with the rest break between parts.

I require a scribe to be available during in-person school-based tests/exams as per my CAP. What should I do?

Contact AccessAbility Services at access.ability@curtin.edu.au as soon as school-based test/exam details are known advising of your requirements and details. Please do this **as early as possible** for arrangements to be made, as schools will require at least two weeks' notice.

Environmental adjustments:

I require ergonomic/assistive equipment/furniture to be available to me in teaching venues and exams each study period, as per my CAP. What should I do?

Each study period, email AccessAbility Services **as soon as you have completed class registration**, advising of the equipment/furniture required and venue details. Please register for your classes **as soon as registration opens**, to ensure that there is time to arrange the correct equipment/furniture. AccessAbility will make arrangements to ensure that the correct equipment is moved to the venue.

I require a wheelchair accessible venue, as per my CAP. What should I do?

Each study period, email AccessAbility Services as soon as you have completed class registration, advising of the venue details. AccessAbility will make arrangements or organise a venue change to ensure it is accessible. Please register for your classes **as soon as registration opens**, to ensure that there is time to arrange any necessary venue changes.

Coursework adjustments:

I require captions and transcripts, as per my CAP. What should I do?

Contact AccessAbility Services as soon as you have completed class registration, advising of your requirements, unit code/name and the Unit Coordinator details. Please do this as **early as possible** to allow time for transcripts to be created for each unit prior to the start of the study period.

Additional supports:

I require in-class support arranged, such as a notetaker or Auslan interpreter, as per my CAP. What should I do?

Contact AccessAbility Services at access.ability@curtin.edu.au as soon as you have completed class registration, advising of your requirements, class times and locations. Please do this **as early as possible** to ensure that arrangements to be made.

I have an external support worker who will be attending campus and classes with me. Do I need to register their attendance with anyone?

External support workers need to be registered with AccessAbility Services. If the student has a CAP, external support workers will be recorded as a support. If an External Support Worker is attending classes in person or online, AccessAbility Services will need to liaise with Unit Coordinators to review matters such as venue capacity, safety equipment, training requirements,

access to restricted areas of campus, online participation, and any other special approval that they may require.