

Application for Special Examination Conditions For Non-English Speaking Background (NESB) Students

APPLICATION INFORMATION

The Faculty of Engineering allows special examination conditions in formal university examinations for undergraduate students from non-English speaking backgrounds (NESB) and non-standard English speaking backgrounds who are experiencing language difficulties in their first two semesters of tertiary study in the English Language.

HOW DO I APPLY?

Complete the attached application form and return it to the Engineering Faculty office **no later than the end of week eleven of the relevant semester.**

The attached form is to be used only for studies undertaken in the semester in which you are currently enrolled. Note that special examination conditions apply to formal examinations only (ie. timetabled by Examinations branch).

WHAT SPECIAL EXAMINATION CONDITIONS ARE AVAILABLE?

To eligible students, in all units offered for Engineering courses: 30 minutes of additional time for the examination and a university-supplied English dictionary in any closed book examination.

WHO IS ELIGIBLE TO APPLY?

NESB students who are experiencing language difficulties in their first two semesters of tertiary study in the English language.

NESB students are students who:

- were born where English is not the first language; **and**
- have not been resident in Australia for longer than 10 years; **and**
- speak a language other than English at home; **and**
- were educated in full English medium for no more than five years

or

- are Australian Indigenous students whose English proficiency share similar characteristics.

Note: Special examination conditions are not applicable to students who have been approved for Alternative Arrangements for Assessment (AAA) as their needs are evaluated individually and separately.

YOU CAN APPLY FOR SPECIAL EXAMINATION CONDITIONS IF YOU:

1. are undertaking the first semester of tertiary study taught in the English language, or are undertaking the second semester **and** did not achieve a credit grade for a unit in the same (or an equivalent) discipline of study in your first semester; **AND**
2. have recognised a language difficulty and sought assistance with that difficulty **by the end of week seven** of the semester, by consulting a Library Learning Skills adviser; **AND**
3. have submitted a formal application for special examination conditions in that unit **by the end of week eleven** of the semester; **AND**
4. have been assessed by a Library Learning Skills adviser, who has verified that you are experiencing language difficulties and have taken measures to address those difficulties.

WHAT HAPPENS NEXT?

1. On the basis that you have met the criteria specified above, a Learning Skills adviser will assess your application and notify the Engineering Faculty Office, who will respond in writing to you.
2. If you were approved for special examination conditions you must show the written approval to the supervisor at the examination venue and that notification will be forwarded with the examination script to the Chief Examiner of that unit.

The Hargrave-Andrew Library Learning Skills advisers can be contacted on amanda.everaert@lib.monash.edu.au. Further policy information is available at the following web address: <http://www.monash.edu.au/exams/nes-policy.html>

Privacy

The information on this form is collected for the primary purpose of assessing your application for special examination conditions. Other purposes of collection include deciding the type of special examination conditions available under the policy. Information on this form may be disclosed to relevant bodies for the assessment and verification of the application. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6043.

Applicant's Declaration	
I affirm that the information I have supplied on this form and given in support of my application is correct and complete. I understand that the Faculty WILL NOT process applications submitted without the stipulated information. In addition, I agree to be bound by the Statutes, regulations and policies of the University as amended from time to time.	
Applicant's Signature:	Date: / /

SECTION B
To be completed by the Learning Skills Unit (LSU)

LSU Staff Assessment		
I have assessed the student's overall language abilities and eligibility under the conditions of the policy, thus:		
<input type="checkbox"/> I confirm that the applicant meets the criteria and has sought assistance to overcome his/her difficulties by consulting LSU staff and I approve that the student be granted special examination conditions being the provision of 30 minutes of additional time and/or a university-supplied English dictionary in any closed book examination for unit _____		
OR		
<input type="checkbox"/> I confirm that the applicant does not meet the criteria specified, and therefore I do not recommend that the applicant be granted special examination conditions for the following unit _____.		
Comments:		
LSU staff member Name:	Signature: Date:	Contact no:
Office use only		
<input type="checkbox"/> Notification letter sent to student		
Date: / / Initial:		

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