


Create an Application for Reasonable Adjustments

This guide is for:

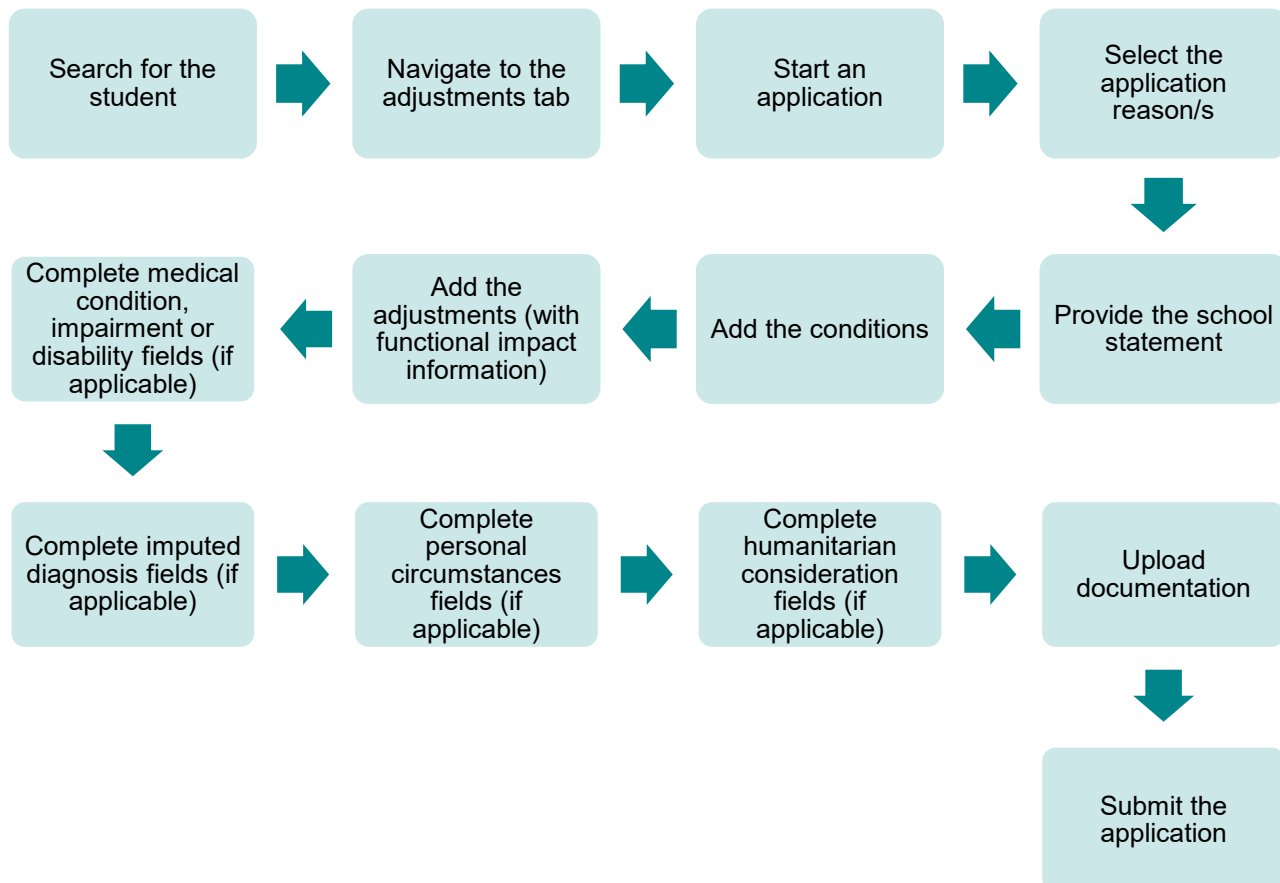
- Principals and their delegates
- Assistant Principals
- TLOs
- School Admins

IMPORTANT:

Reasonable Adjustment Enquiries – If you wish to enquire about a reasonable adjustment where the enquiry is not related to an existing, active application, please use the *Reasonable Adjustment Enquiry* Task Type rather than creating a Reasonable Adjustment Application as outlined in this guide.

Save Regularly! – Please ensure you save the application regularly to avoid losing your progress. You can do this by clicking the  Save button at the bottom of the *Reasonable Adjustment Application* page in TRACS after you have created an application. If you need to return to a partially completed application, please refer to the [Reasonable Adjustment Application Frequently Asked Questions](#) guide.

Quick version

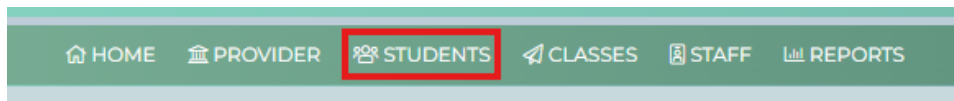


Detailed version

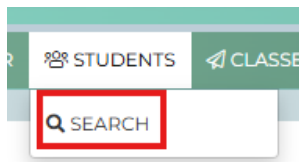
1. Search for the student

a. Via the *STUDENTS* drop down menu:


- Hover over the *STUDENTS* tab in TRACS.



- In the dropdown menu, click on *SEARCH*.




- Enter the student's name and/or TASC ID then click  *Search*.

 Student


SEARCH

FAMILY NAME	<input type="text" value="student"/>	GIVEN NAME	<input type="text" value="sample"/>
TASC ID	<input type="text" value="26A12345"/>	ED ID / STUDENT ID	<input type="text"/>
DOB	<input type="text" value="x"/>		

 Search



- Select the correct student from the search results.

RESULTS

TITLE	GIVEN NAME ▾	FAMILY NAME ▾	DATE OF BIRTH	TASC ID	EDID / STUDENT ID	ORGANISATION
 Sample		Student	01/01/2008	26A12345	11122233345	DoE

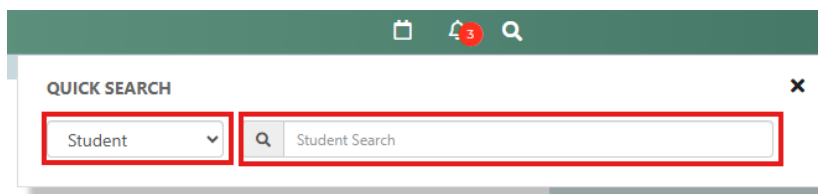
OR

b. Via the  search bar:

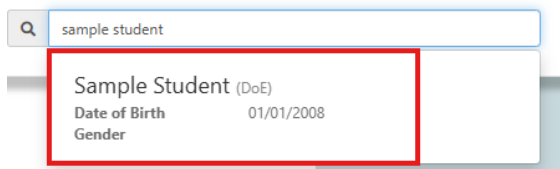
- Click on the Search button in the top right corner (next to the  events and  notifications buttons) to expand the search bar.



- Ensure 'Student' is selected and type the student's name or TASC ID into the search box, results should appear shortly after.



- Click on the correct search result.



2. Navigate to the adjustments

- Once on the student's profile, navigate to the student's reasonable adjustments by clicking on the **ADJUSTMENTS** tab.

Student

SAMPLE STUDENT

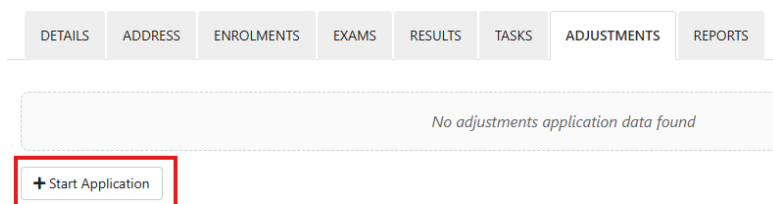
26A12345 (TASC ID) / 11122233345(STUDENT ID)



- On the **ADJUSTMENTS** tab, if the student has pre-existing applications from the current year or previous years (approved, rejected or cancelled), they will be listed in the table on this tab. Where students who have no prior applications, the table will display *No adjustment application data found*.

3. Start an application

- To create an application for reasonable adjustments
 - If the student has no reasonable adjustment applications from prior years, click on the **+ Start Application** button below the applications table.



Note: If the student already has an active application in the current year, this button will disappear and you will be unable to create a new application. To make changes to an existing application, you will need to request these changes via the **COMMUNICATIONS** and upload supporting documentation under the **DOCUMENTS** tab of the existing task.

- If the student has reasonable adjustment applications from prior years, click on the + *Start from Previous Application* button which will pre-populate details from the previous application.

SCHOOL YEAR: 2025 | SCHOOL: Sample School | STATUS: Completed

Adjustments (1)

Additional working time (standard): Permanent Approved

NOTES: No notes entered

+ Start Application + Start from Previous Application

Prefills eligible permanent conditions and approved adjustments from the previous year.

Note: Any changes to previously approved permanent adjustments or reapplications for non-permanent adjustments require supporting evidence.

- You will be taken to a new page called *Reasonable Adjustment Application*.
- The *PROVIDER* field will automatically populate with the school that is submitting the application. This field will be greyed out as this cannot be changed.

Reasonable Adjustments Application

PROVIDER
Sample School

4. Select the application reason/s

- Under *REASON FOR APPLICATION*, select all reasons that apply to the student. This will affect the fields and requirements on the form.

REASON FOR APPLICATION

- Medical condition, impairment or disability
 Imputed diagnosis
 Personal circumstances
 Humanitarian consideration

Please note: A description of each of the reasons can be found under the *Who Can Apply for Reasonable Adjustments?* section of the [Reasonable Adjustments for Senior Secondary External Assessments](#) on the TASC website.

5. Provide the school statement

- In the *SCHOOL STATEMENT* section, provide details outlining the student's need for the adjustments. Clicking on the (question mark) button next to the section title will provide an explanation of what information is required. you have two options for providing a school statement:

- this can be typed or copy and pasted directly into the text field **or**

SCHOOL STATEMENT

Sample Student uses a Microsoft screen reader software to support their vision impairment. They have used a screen reader for the past 3 years to support their learning in the classroom and in test environments. Sample and their teachers have noted that the use of a screen reader allows Sample to confidently complete assessment tasks independently. Sample occasionally encounters issues with incompatibility between content and the software they use, particularly where complex symbols are used in mathematics, therefore a teacher or support person would generally provide Sample with assistance for mathematics content in place of a screen reader.

Sample has ASD and prefers to work in a quiet room with dim lights as they find bright lights and noise overwhelming. On several occasions, Sample has asked to leave the room with a teacher's aide to help regulate their emotions. The school has made adjustments to lighting and noise in the classroom where possible to support Sample and where these adjustments can't be made, Sample is allowed to leave the room to self-regulate.

Statement attached

- This can be uploaded as an attachment by ticking the Statement Attached checkbox. To upload as an attachment, follow the process detailed under Step 13.

SCHOOL STATEMENT ?

Statement attached

6. Add the conditions

- In the *CONDITIONS* section, by default, the table will show one row for you to complete. To add additional conditions, click the + *Add Condition* button.

Conditions + Add Condition

	CONDITION	DESCRIPTION
	Select Condition	

- To select a condition, click the dropdown menu in the *CONDITION* column and select a condition from the list. You can narrow down the results by typing in the textbox.

CONDITION
Select Condition
Au
Auditory processing disorder
Autism spectrum disorder
Post Traumatic Stress Disorder
Raynaud's Disease
Trauma

- If you add too many condition rows, you can remove them by clicking the (bin) button to the left of the condition and then on the *Confirmation* dialog box, click *OK* button.

	CONDITION	DESCRIPTION
	Autism spectrum disorder	

- If you're unsure about which condition to select, you can select a condition and then click the (question mark) button in the *DESCRIPTION* column to read more about the condition. If it is not the correct condition, you can reselect from the dropdown menu or delete and re-add conditions.

	CONDITION	DESCRIPTION
	Autism spectrum disorder	

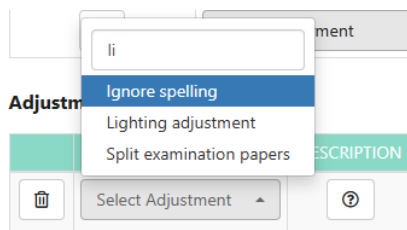
7. Add the adjustments


- In the *ADJUSTMENTS* section, by default, the table will show one row for you to complete. To add additional adjustments, click the + *Add Adjustment* button.

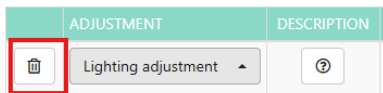
Adjustments + Add Adjustment


	ADJUSTMENT	DESCRIPTION	NOTE	FUNCTIONAL IMPACT	EXCEPTIONS
	Select Adjustment				SELECT ONE OR MORE

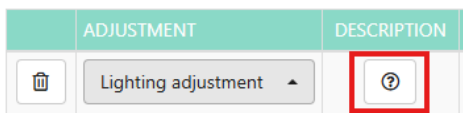
- b. For each adjustment, click the dropdown menu in the *ADJUSTMENT* column and select an adjustment from the list. You can narrow down the results by typing in the textbox.



- If you add too many adjustment rows, you can remove them by clicking the  (bin) button to the left of the adjustment and then on the *Confirmation* dialog box, click *OK* button.



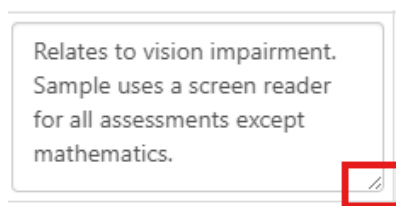
- If you're unsure about which adjustment to select, you can select an adjustment and then click the  (question mark) button in the *DESCRIPTION* column to read more about the adjustment. If it is not the correct adjustment, you can reselect from the dropdown menu or delete and re-add adjustments.



- c. Once you have selected the adjustment type, you will need to type details of the functional impact of the adjustment on the condition/s into the field in the *FUNCTIONAL IMPACT* column. This should explain why the adjustment is needed, what happens in exam conditions and how this adjustment supports access.



- This field can be resized by clicking and dragging the bottom, right corner of the textbox





- d. In the *EXCEPTIONS* column, if there are courses or learning areas where the adjustment will **not** apply in the current or future years, click on the dropdown menu and select all options that apply.



- This can be done for specific courses, or by learning areas
 - For example, you might have a student that uses assistive technology, but not for Mathematics courses, so you could select *All Mathematics courses*.

- If there are no exceptions, leave this field blank.


- e. If you have any additional comments or notes, you would like to include, in the *NOTE* column, click the  (speech bubble) button. This will add a new text field in the *ADJUSTMENT* column below the adjustment dropdown menu.

- Some adjustments require a note to provide more detail on what is required (e.g. adapted exam papers). If a note is required, the field will appear automatically and must be completed to proceed with the application.
- If you would like to remove the note field, click the  (speech bubble) button again.
- This field can be resized by clicking and dragging the bottom, right corner of the textbox.

8. Complete medical condition, impairment or disability fields (if applicable)

- a. If *Medical condition, impairment or disability* was selected as a reason, the following fields/requirements will also apply on the application form and need to be completed/provided:
- You will need to upload at least one medical report from a registered health professional outlining diagnosis, functional impact and suggested adjustments. To do this, follow the process detailed under Step 13.

9. Complete imputed diagnosis fields (if applicable)

- a. If *Imputed diagnosis* was selected as a reason, the following fields/requirements will also apply on the application form and need to be completed/provided:
- In the *DETAILS OF IMPUTED DIAGNOSIS* section, provide details outlining the student's need for the adjustments. Clicking on the  (question mark) button next to the section title will provide an explanation of what information is required. you have two options for providing details:
 - this can be typed or copy and pasted directly into the text field **or**

- This can be uploaded as an attachment. To provide as an attachment, select the Statement attached checkbox and follow the process detailed under Step 13.

DETAILS OF IMPUTED DIAGNOSIS ?

Statement attached

10. Complete personal circumstances fields (if applicable)

- If *Personal circumstances* was selected as a reason, the following fields/requirements will also apply on the application form and need to be completed/provided:

- An additional set of checkboxes will appear below the *REASON FOR APPLICATION* section under the heading *NATURE OF CIRCUMSTANCES*. Select all that apply.

NATURE OF CIRCUMSTANCES

Bereavement Family violence Natural disaster Medical emergency Other (specify)

- If *Other (specify)* is ticked, an additional text field will appear under the checkboxes called *OTHER (SPECIFY)*. In this textbox, provide a brief explanation of the circumstances. This should only be used if the other reasons don't apply to the student's circumstances.

OTHER (SPECIFY)

- In the *DETAILS OF PERSONAL CIRCUMSTANCES* section, provide details outlining the student's need for the adjustments in relation to their circumstances. Clicking on the ? (question mark) button next to the section title will provide an explanation of what information is required. you have two options for providing details:
 - this can be typed or copy and pasted directly into the text field **or**

DETAILS OF PERSONAL CIRCUMSTANCES ?

Sample spent several months caring for their sick father prior to his passing in June. This has had a significant impact on their mental health and schooling. Sample was unable to attend class on many occasions due to having to take their father to appointments. They would like to be seated near an exit in case they become overwhelmed and need to leave the room suddenly to regulate.

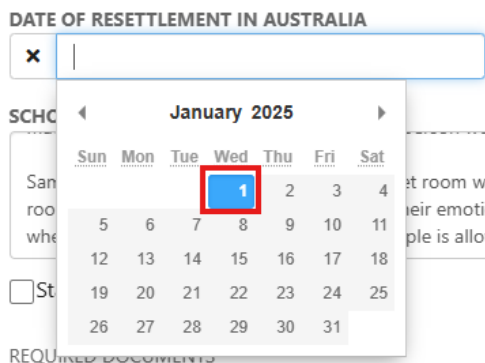
- This can be uploaded as an attachment. To provide as an attachment tick the Statement attached checkbox, follow the process detailed under Step 13.

DETAILS OF PERSONAL CIRCUMSTANCES ?

Statement attached

11. Complete humanitarian consideration fields (if applicable)

- a. If *Humanitarian consideration* was selected as a reason, the following fields/requirements will also apply on the application form and need to be completed/provided:
- A *DATE OF RESETTLEMENT IN AUSTRALIA* section will appear below the *REASON FOR APPLICATION* section which contains a date selector.
 - Click in the field and select use the date selector to navigate to the select the date the student resettled in Australia **OR**



- Type the date into the text box in the format DD/MM/YYYY

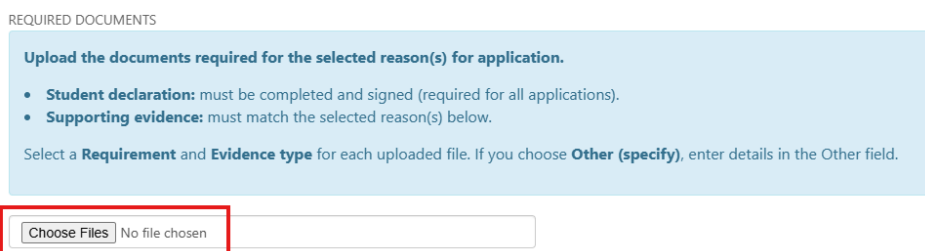


12. Provide any other relevant documentation

- a. Each application type requires different supporting documents; these can be uploaded to the application under the *REQUIRED DOCUMENTS* section. Document types and their corresponding selections are documented in table 1. Follow the process detailed under Step 13 to upload additional relevant documentation.

13. Upload documentation

- a. Under *REQUIRED DOCUMENTS* to upload documents:
- Click the *Choose Files* button then select the file from your computer in the dialog box. **OR**



- Drag and drop the files from your computer onto the *Choose Files* button
- b. A table will appear under the *REQUIRED DOCUMENTS* section listing all documents that have been uploaded.

TITLE	REQUIREMENT	EVIDENCE TYPE	OTHER (SPECIFY)	
RA Evidence large document.pdf	-- select --	-- select --		
RA Evidence - small document.pdf	-- select --	-- select --		

- c. In the *REQUIREMENT* column, click the dropdown menu on the document you uploaded, and select the relevant requirement type from the list.


REQUIREMENT	EVIDENCE TYPE
-- select --	-- select --
	<ul style="list-style-type: none"> -- select -- Supporting evidence (Personal circumstances) Details of Personal Circumstances Supporting evidence (Imputed diagnosis) Student application form School Statement Supporting evidence (Medical) Supporting evidence (Humanitarian) Details of Imputed Diagnosis


d. The *EVIDENCE TYPE* column will then populate with the relevant type.

EVIDENCE TYPE	OTHER (SPECIFY)
-- select --	
<ul style="list-style-type: none"> -- select -- Medical evidence Learning plan Work sample Teacher observation Death certificate Statutory declaration Police report Medical certificate Visa ImmiCard n/a Other (specify) 	


e. The *OTHER (SPECIFY)* column will appear empty for all mandatory documents and is only used when uploading additional supporting evidence and selecting the Evidence Type *Other (Specify)* in the dropdown list.

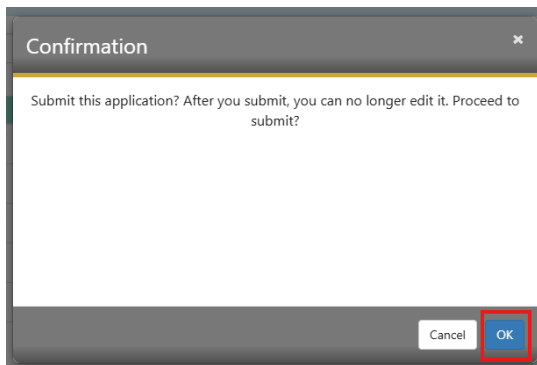
REQUIREMENT	EVIDENCE TYPE	OTHER (SPECIFY)
Supporting evidence (Imputed diagnosis)	Other (specify)	


f. If you selected the incorrect file, you can click the  (bin) button to remove the file from the application and then repeat the previous steps to add the correct file.

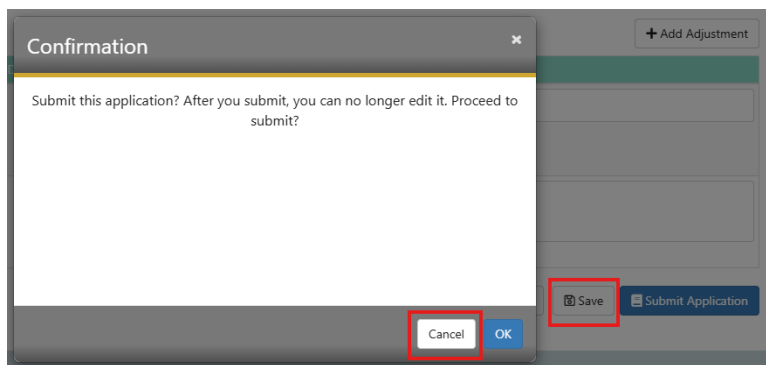
EVIDENCE TYPE	OTHER (SPECIFY)
Other (specify)	<input type="text"/> 

14. Submit the application

- a. Once you have completed all sections of the application form, click the  **Submit Application** button.
- b. You should see a *Confirmation* dialog box asking you to confirm you would like to submit the application, if you are ready, click the *OK* button.



- If you are not yet ready to submit the application, you can instead click *Cancel* to close the dialog box and then click the  **Save** button which will allow you to save your progress and complete the application at a later time.



- c. Once you have submitted the application successfully, you should be taken back to the *Adjustments* tab of the student profile.
 - If you remain on the application screen, you may not have uploaded all required evidence or completed all the fields on the form correctly. At the top of the screen, you should see a red banner message advising you of what you have missed.

Reasonable Adjustments Application

For Personal circumstances, enter the School statement or tick Statement attached.
Note is required.
Please upload at least one document for: Supporting evidence (Personal circumstances).

Table 1: Application Documents and Requirements

Requirement	Evidence Type	Evidence requirements
All Applications		
<i>Student application form</i>	<i>n/a</i>	Required
<i>School statement</i>	<i>n/a</i>	Required if <i>Statement attached</i> ticked
<i>Any</i>	<i>Other (specify)</i>	Optional – must specify in the <i>OTHER (SPECIFY)</i> column the document type/relevance
Medical condition, impairment or disability		
<i>Supporting evidence (Medical)</i>	<i>Medical evidence</i>	Required
Imputed diagnosis		
<i>Details of Imputed diagnosis</i>	<i>n/a</i>	Required if <i>Statement attached</i> ticked
<i>Supporting evidence (Imputed diagnosis)</i>	<i>Learning plan</i>	One of more required
	<i>Work sample</i>	
	<i>Teacher observation</i>	
Personal circumstances		
<i>Details of personal circumstances</i>	<i>n/a</i>	Required if <i>Statement attached</i> ticked
<i>Supporting evidence (Personal circumstances)</i>	<i>Death certificate</i>	One of more required
	<i>Statutory declaration</i>	
	<i>Police report</i>	
	<i>Medical certificate</i>	
Humanitarian consideration		
<i>Supporting evidence (Humanitarian)</i>	<i>Visa</i>	One of more required
	<i>Immocard</i>	