



Your Access Plan is a tool to assist you in negotiating [reasonable adjustments](#) you may require when undertaking your studies. The Access Plan documents the impact(s) of your disability, medical or mental health condition on your studies, which in turn can assist your academic staff to understand how best to support your study related needs. The plan also documents any agreed services that will be provided or arranged by the Access and Inclusion Services as well as any [alternative exam arrangements](#) (if required).

Once your Access Plan has been finalised, the Access and Inclusion Advisor will:

- Email a copy to your Program Director for their information (you will be copied into this email).
- Provide you with an electronic copy of the Access Plan via email (and a paper copy if required).
- Organise the agreed services (Please note: some services, such as alternative print, can take up to 3 weeks to arrange).

Confidentiality

The Access and Inclusion Service keeps your medical information confidential. No information about your disability, medical or mental health condition is placed on your academic transcript or passed outside of the University without your consent. You can view UniSA's [Confidentiality and Privacy policy](#) online.

Disclosure

Now that you have an Access Plan in place it is important that you consider how you will provide this information to your teaching staff. You should use your Access Plan to assist with disclosure at UniSA as it verifies the impact of your disability on study. You do not need to disclose any personal or health details that you are not comfortable doing so (e.g., your specific medical condition). For more information about disclosure please visit - <https://www.adcet.edu.au/students-with-disability/disclosure/> If you would like some assistance with this process please make an appointment to discuss this further with an Access and Inclusion Advisor.

Contacting Staff

For reasons of confidentiality and privacy your access plan is not automatically distributed to your academic staff. Therefore, **it is your responsibility to contact your teaching staff**, to make them aware of your Access Plan and any adjustments you may require during the relevant study period. It is recommended that you provide them with a copy of your Access Plan (in the first 2 weeks of class if possible), discuss your requirements to negotiate any reasonable adjustments in a timely manner.

Negotiating Adjustments <http://www.unisa.edu.au/Disability/Current-students/Academic-adjustments--support/Negotiating-adjustments/>

Planning your study

At the start of each study period, you should **check the individual Course Outlines** these will tell you how the course will be run and what will be expected, including assessments, timeframes and specific course requirements. It is advisable to then make contact with your Course Coordinator to negotiate any adjustments to the assessment tasks or access to the course content required. An Access and Inclusion Advisor can support you to negotiate reasonable adjustments with your academic staff, if required.



Extensions for assessments

An Access Plan does not give a student an automatic right to an extension. You must apply for an extension **before the due date**. For most courses you are expected to request an extension online through your course home page or as per the assignment details in the course outline. You will need to provide your Access Plan as supporting documentation and negotiate an alternative submission date.

Exams

If your Access Plan documents [Alternative Examination Arrangements](#), these will only apply to the end of study period examinations (i.e., those that are administered by the Exams Office). For exams administered by the Exams Office you will need to:

- Finalise all your exam arrangements at least **5 weeks prior to the exam period**.
- Read and familiarise yourself with the exam information which is posted online and available through your student portal (this includes locations, dates, venues and times of your exams).
- Take a **printed copy** of your Access Plan with you on the day of the exam to show the invigilator.

Alternative arrangements for in-class or on campus based exams will need to be negotiated on a case-by-case basis with your Course Coordinator. If you would like assistance with this process you will need to contact an Access and Inclusion Advisor at least 3 weeks prior to your scheduled test/assessment.

Updating an Access Plan

If your access plan states “*Completion of Program*” then your Access Plan is permanent for the program code indicated and does not need to be updated unless you would like to make any changes or adjustments to your plan.

Temporary Access Plans have an **expiry date**. When your Access Plan expires you will need contact Access and Inclusion Services to renew and update your plan.

You will need to renew or update your Access Plan when:

- It is about to expire.
- Your disability related circumstances change.
- You change programs.

To update your Access Plan contact an Access and Inclusion Advisor on your campus. Please note: You may need to provide additional or updated [Health Practitioner documentation](#).

Further information:

Website: www.unisa.edu.au/accessinclusion

Email: inclusion@unisa.edu.au

To book an appointment with an Access and Inclusion Advisor online <http://w3.unisa.edu.au/current-students/StudentServices/onlinebookings.html>

or contact Campus Central in person or by phone: 1300 301 703

Access Plans: unisa.edu.au/students/student-support-services/access-inclusion/access-plans/

For further information about the **Disability Discrimination Act:** <https://www.humanrights.gov.au/our-work/disability-rights/guides/brief-guide-disability-discrimination-act>