
# Equitable Learning Services

# Exam and test enabling form

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# EXAM TEST ENABLING FORM

This form is for students registered with Equitable Learning Services who have equitable assessment arrangements that include enabling staff for tests and exams. Only complete this form for school administered tests and exams that are outside of your timetabled class hours. Enabling staff for exams administered centrally, by Exams, Awards and Graduations are booked for you by that department. You can enter details of up to five exams or tests in this form. Once complete, save this form and email it to els@rmit.edu.au at least five working days before your test or exam.

Given name:

Family name:

RMIT student number:

Mobile number:

Please type “yes” in the table below to indicate whether you are a TAFE or higher education student.

|  |  |
| --- | --- |
| I am a VE student |  |
| I am a higher education student |  |

Please type “yes” beside the enabling staff you require in the table below.

|  |  |
| --- | --- |
| Reader |  |
| Scribe/reader |  |
| Participation assistant |  |
| Auslan interpreter |  |

##  EXAM/TEST BOOKING 1

Please enter course name and code in the table below.

|  |
| --- |
|  |

Please enter location (include building, level and room number) in the table below.

|  |
| --- |
|  |

Please enter exam/test details in the table below, including any extra time that is stated in your Equitable Assessment Arrangements.

|  |  |
| --- | --- |
| Day |  |
| Date |  |
| Start time |  |
| Finish time  |  |

##  EXAM/TEST BOOKING 2

Please enter course name and code in the table below.

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Please enter location (include building, level and room number) in the table below.

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Please enter exam/test details in the table below, including any extra time that is stated in your Equitable Assessment Arrangements.

|  |  |
| --- | --- |
| Day |  |
| Date |  |
| Start time |  |
| Finish time  |  |

##  EXAM/TEST BOOKING 3

Please enter course name and code in the table below.

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Please enter location (include building, level and room number) in the table below.

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Please enter exam/test details in the table below, including any extra time that is stated in your Equitable Assessment Arrangements.

|  |  |
| --- | --- |
| Day |  |
| Date |  |
| Start time |  |
| Finish time  |  |

##  EXAM/TEST BOOKING 4

Please enter course name and code in the table below.

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|  |

Please enter location (include building, level and room number) in the table below.

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|  |

Please enter exam/test details in the table below, including any extra time that is stated in your Equitable Assessment Arrangements.

|  |  |
| --- | --- |
| Day |  |
| Date |  |
| Start time |  |
| Finish time  |  |

##  EXAM/TEST BOOKING 5

Please enter course name and code in the table below.

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Please enter location (include building, level and room number) in the table below.

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|  |

Please enter exam/test details in the table below, including any extra time that is stated in your Equitable Assessment Arrangements.

|  |  |
| --- | --- |
| Day |  |
| Date |  |
| Start time |  |
| Finish time  |  |