



Supplementary Policy on Special Examination Arrangements

September 2021 Examinations

This Supplementary Policy makes temporary variations to the LPAB's existing [Special Examination Arrangements Policy](#) in relation to examinations to be held from Thursday 2 September to Thursday 9 September 2021.

As a supplementary policy, it should be read in conjunction with the existing policy which will continue to apply, but with the temporary variations described below.

Background

The LPAB has determined that its Diploma in Law examinations will be held in the traditional format in September 2021, meaning that students will be required to attend an official LPAB exam venue in-person to sit an exam.¹ However the LPAB also wishes to enable special arrangements for students who are genuinely unable to attend an official LPAB exam venue.

Temporary variation 1: definition of 'special circumstances'

The definition of 'special circumstances' explicitly includes where a student has reasonable grounds for being unable to attend an official LPAB exam venue in NSW.

Reasonable grounds include where the student:

- is overseas and unable to enter Australia due to government travel restrictions
- will be unable to attend an exam venue due to public health orders and/or government travel restrictions, or because the student ordinarily resides outside NSW, or for other sufficient reasons
- has an existing medical condition which places the student at moderate or high risk of severe illness from COVID-19.

¹ subject to any COVID-19 public health orders which may apply at the time

Temporary variation 2: evidence of being unable to attend an official exam venue

Applications for a special arrangement on the grounds of being unable to attend an official exam venue must be accompanied by official documentation that evidences the student's situation.

'Official documentation' means documents that were issued in an official capacity (such as by a government agency, a medical practitioner, or a recognised business/corporation) and which can be verified by the LPAB contacting that agency, practitioner or business/corporation if the LPAB requires.

Your application will not be approved if the evidence you attach does not satisfy the LPAB as to the existence of the circumstances which you claim make you unable to attend in person.

Temporary variation 3: definition of 'special examination arrangements'

The definition of 'special examination arrangements' explicitly includes sitting an exam online that will be supervised remotely by webcam under conditions closely matching those at an exam venue.

No special arrangement will allow an exam to be sat at a time and date other than at the scheduled time and date listed in the published exam timetable. It is the long-standing policy of the LPAB not to offer supplementary or deferred exams.

If you are proposing to sit an exam online, you must arrange your own suitable technology including a desktop computer/laptop with a webcam and microphone, reliable internet connection, and quiet space free from distractions.

If you are granted a special arrangement to sit an exam online AND to handwrite your answers, you must still be supervised remotely by webcam continuously throughout your exam and you must submit a scan of your answers by email before the end time of your exam.

Temporary variation 4: application form

The 'Special Examination Arrangements Form' is replaced with a temporary version which all applicants will be required to use instead of the existing form. The temporary version of the form is now available at www.lpab.justice.nsw.gov.au under the menu item '[Diploma in Law forms](#)'.

Ongoing special arrangements that have been previously-approved

Given that exams will be held in the traditional format, ongoing special arrangements that have been previously approved for exams that are sat in-person at an exam venue will not be affected. The LPAB will provide those ongoing special arrangements in accordance with the approved specifications.

However such a student may, if they wish, apply to modify the previously-approved arrangements if there has been relevant changes in their circumstances.

Fresh application must be made even if approved to sit online last time

Approval to sit an exam online applies only to one exam period. No student has received ongoing approval to sit online exams at all future exam periods. Any student who received approval to sit online in March 2021 and who needs to sit online again in September 2021 must submit a fresh application for a special arrangement, accompanied by official documentation that evidences the student's current situation.

Timetable for applications

In accordance with the existing [Special Arrangements Examinations Policy](#):

- candidates are required to submit their applications no later than 4 weeks prior to the commencement of the examination period, and
- the LPAB will inform candidates of the results of their applications, along with details of any approved special examination arrangements, no later than one week before the examination period.

A late application may be accepted, but only in emergency circumstances that were not known to the applicant at the time of the lodgement deadline.

The timetable for the lodgement and determination of applications is set out below.

Activity	Date
Applications open	Monday 5 July 2021
Acknowledgement of applications received	Within 5 business days of receipt
Applications close (lodgement deadline)	Thursday 5 August 2021
Applicants notified of results	On or before Thursday 26 August 2021
Exam period for Semester 1 of 2021	Thursday 2 to 9 September 2021

Submitting an application form

Please email your completed application form, along with a scan of supporting evidence (as required by the existing policy or by this supplementary policy) to:

lpabexams@justice.nsw.gov.au

Questions and comments

If you have a question on Special Arrangements, please contact the Office of the LPAB:

by email to: lpabexams@justice.nsw.gov.au

Office of the LPAB

5 July 2021