



## **Supplementary Policy on Special Examination Arrangements**

September 2021 Examinations

This policy sets out how a student in the LPAB Diploma in Law course may apply for special arrangements for examinations to be held from 2 to 9 September 2021.

As a supplementary policy, it should be read in conjunction with the LPAB's existing [Special Examination Arrangements Policy](http://www.lpab.justice.nsw.gov.au) available at [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

### **Why is a supplementary policy necessary?**

The LPAB has determined that its Diploma in Law examinations cannot be held in the traditional format in September 2021 due to the COVID-19 pandemic. Instead, exams in all subjects will be held in the form of an online exam. This means that exam candidates will:

- need to arrange their own access to adequate technology (including a computer with an internet connection) as well as a quiet space in which to sit the exam
- be required to install software on their computer and sit an online exam that will be supervised remotely by webcam
- be required to type their answers in an Answer box, and submit the exam online; and
- have the usual 3 hours 15 minutes to complete each exam.

A supplementary policy is necessary because:

- the existing policy does not envisage technological or accommodation barriers to sitting an exam, and
- some existing special arrangements which the LPAB has approved on an ongoing basis may not be applicable to an online exam.

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## **What will be different about special arrangements in September 2021?**

The LPAB's existing [Special Examination Arrangements Policy](#) will continue to apply to exams held in September 2021. However the following temporary variations and additions to the Policy will also apply for September 2021 exams:

1. the definition of 'special circumstances' will explicitly include technological and accommodation barriers to sitting an exam
2. the definition of 'special examination arrangements' will explicitly include alternatives to a candidate typing their answer script; arranging their own access to appropriate technology; and/or providing their own quiet space
3. the 'Special Examination Arrangements Form' will be replaced with a temporary version which all applicants will be required to use instead of the existing form
4. candidates for whom ongoing special arrangements have been approved will be asked to either confirm or suspend their arrangements, or apply for different ones.

### **Expanded definition of 'special circumstances'**

In addition to the special circumstances defined in the existing policy, candidates may also apply for special arrangements for September 2021 exams if they consider they would be disadvantaged due to:

- lack of access to adequate technology, and/or
- lack of access to a quiet space in which to sit the exam, and/or
- other reasons that are relevant to sitting an online exam (aside from medical or disability reasons, which are already covered by the existing policy).

To assist the LPAB to assess these applications, such candidates are asked to detail their circumstances and explain their reasons for seeking special arrangements for an online exam.

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## Temporary version of application form

The form for applying for special examination arrangements will be replaced with a temporary version which applies only to September 2021 exams. The temporary application form is published on the LPAB website.

The temporary form:

- allows a candidate to apply without submitting any medical evidence, if the candidate's special circumstances *do not* relate to a disability or medical condition
- outlines the arrangements for online exams, for the information of a treating practitioner who is providing medical evidence in support of special arrangements that *do* relate to a disability or medical condition
- emphasises that any approved special arrangements will apply only to September 2021 exams and will not be ongoing.

## Candidates with existing approvals for ongoing special arrangements

Candidates for whom ongoing special arrangements have been approved are asked to complete the temporary application form to either:

1. confirm they need the same special arrangements for September 2021 exams, or
2. temporarily suspend the ongoing special arrangements, if they do not need them for September 2021 exams, or
3. apply for new special arrangements for September 2021 exams, if they need different arrangements for online take-home exams.

## Timetable for applications

In accordance with existing policy:

- candidates are required to submit their applications no later than one month 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.

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The Office of the LPAB will also acknowledge incoming applications by email within 5 business days of receipt.

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

### **Submitting an application form**

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

**[lpabexams@justice.nsw.gov.au](mailto:lpabexams@justice.nsw.gov.au)**

### **Questions and comments**

If you have a question or comment, please contact the Office of the LPAB:

by email to: [lpabexams@justice.nsw.gov.au](mailto:lpabexams@justice.nsw.gov.au)  
by phone to: (02) 9338 3500 (during business hours).

Office of the LPAB  
25 July 2021

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