



Supplementary Policy on Special Examination Arrangements

March 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 4 March to Thursday 11 March 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 March 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 includes where the student:

- is overseas and unable to enter Australia due to government travel restrictions
- ordinarily resides outside NSW and is unable to travel to an exam venue in NSW due to government travel restrictions or other sufficient reasons
- has an existing medical condition which places the student at moderate or high risk of severe illness from COVID-19.

¹ Notice of this decision was posted on Canvas on 2 December 2020 titled 'LPAB announcement about March 2021 exams'.

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 via Canvas
- sitting an exam under supervision at an unscheduled venue outside NSW.

If you are proposing to sit an exam online via Canvas, you must arrange your own suitable technology including a computer, a reliable internet connection and a webcam. You may request to handwrite and scan your exam answers, rather than type. If approved, sitting an exam online will require you to be monitored by remote real-time video during the exam and/or to participate in an integrity appraisal with the examiner after the exam.

Please note that in March 2021, if you receive approval to sit an exam online, there will be no automatic grant of extra exam time to allow for downloads from/uploads to Canvas. In addition, all exams in March 2021 will be open book regardless of whether they are sat online or in-person at an exam venue.

If you are proposing to sit an exam in-person under supervision at an *unscheduled* venue outside NSW, you must provide details of your proposed venue and supervisor. The

supervisor must be independent, must be the holder of a position of trust and integrity, and should ideally have experience supervising academic assessments.

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 March 2021 exams will be held in the traditional format, ongoing special arrangements that have been previously approved 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.

Timetable for applications

In accordance with the existing [Special Arrangements Examinations 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.

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 21 December 2020
Acknowledgement of applications received	Within 2 business days of receipt (except during the Christmas/New Year closedown period)
Applications close	Thursday 4 February 2021
Applicants notified of results	On or before Thursday 25 February 2021
Exam period for Semester 1 of 2021	Thursday 4 to 11 March 2021

Submitting an application form

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

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
 by phone to: (02) 9338 3500 (during business hours).

Office of the LPAB

11 January 2021