GAP TOOLKIT Alternative format form

If you are new to providing support to students with a disability, the following questions are aimed at assisting you in getting started and identifying the type of support a student will require.

Background

Education Providers have a requirement to provide accessible learning materials to students with a disability under the Disability Discrimination Act 1992 and the supporting Education Standards 2005. In other words, assistive technologies used by students, are able to read the materials.

*The following questions aim to assist the disability support officer identify the needs of individual students so that they can ensure that learning materials are converted into the appropriate format.

Student information

My student number is:

My contact details are:

Email:

Phone:

Mobile:

Address:

My preference for you to contact me is:

I am enrolled in the following subjects:

Questions regarding formats and individual requirements

1) What format would you like your materials converted into? e.g. e-text, DAISY, MP3, Braille, PDF, Large Print, transcription of audio. Please provide as much information as possible

2) What technology are you using to access your learning materials? e.g. JAWS, WYNN, READ & WRITE GOLD.

3) Do you need to have illustrations described ? Yes/No

4) How do you like to receive your learning materials? e.g. by email, on a thumb drive, through a drop box.

5) Can you access your online learning materials ? Yes/No

If the answer is no, what problems are you experiencing?

6) Are you able to participate in the online learning requirements of your course? e.g. online discussions, listening to lectures. Yes/No

If the answer is no, what problems are you experiencing?

7) Are you able to access handouts from your lecturer? Yes/No

8) Will you require examination and assessments to be converted into accessible formats? Yes/No

9) Do you have other special requirements for either your lectures, tutorials or examinations? e.g. additional time for rest breaks during examinations.