



ACCOMMODATION POLICY

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1. INTRODUCTION

Midstream College is a parallel medium mixed mainstream school which allows for the accommodation of learners who qualify for accommodation, as far as possible and where possible within the school's structure.

Midstream's accommodation policy is subject to the terms and conditions of the IEB's accommodation policy.

2. THE AIM OF THIS POLICY

We would like to afford our learners experiencing learning and/or physical problems the opportunity to achieve academic success without affording them an unfair advantage over other learners.

The principle of inclusive education is implemented as far as is possible within the school. In order to achieve success in this regard, the cooperation of learners, parents, teachers and management is essential.

3. PROCESS OF LEARNER IDENTIFICATION

Learners who seek accommodation are identified by psychologists, parents and/or teachers. Consideration for qualification for accommodation is based on the following:

- A proven recorded history of the problem.
- All previous assessments, reports, doctors' letters, etc. that are available.
- Physical limitations affecting performance (with supporting doctors' letters).
- Accommodations are finally considered if a learner's IEB application has been granted and it is possible within the school's structure to be implemented.

4. ACCOMMODATIONS THAT MAY BE APPLIED FOR

Extra time, amanuensis, braille, computer, enlarged font, handwriting, spelling, medication, food intake, practical assistant, prompter, electronic reader, rephrasing of question papers, breaks, scribe, separate venue and specific device (parent's responsibility) as examples.

5. APPLICATION OF ACCOMMODATIONS

The school recommends that application for accommodation by the IEB is made in their grade 10 year and before the end of October in their grade 11 year. This application is made to determine the learner's final grade 12 exam accommodations. Applications must be made strictly according to the requirements of the IEB policy document within six months of educational psychological assessment.

Learners are granted accommodation internally within the school's structure until the end of their grade 11 year. This decision is based on teachers' reports and supporting professional reports. The school reserves the right to have learners tested before any accommodations are granted. In the learner's grade 12 year, the guidelines and requirements of the IEB accommodations granted are implemented during exams.

The parents of learners applying for accommodations should contact the school as the school is responsible for the application to the IEB, and parents do not liaise directly with the IEB. An application consists of two main components, namely the educational psychologist's report and the school's report. All communication with the parents takes place via the school and not the IEB.

IEB accommodations that are granted to a learner are not decided by the school but are considered by a panel of the IEB.

A parent is entitled to disregard the recommendations of the IEB. The school requests that such decisions by the parent be clearly communicated to the school.

6. COSTS OF ACCOMMODATION

The IEB revises the cost of accommodation applications submitted annually and this will therefore be communicated to parents for the particular year.

Appeals may be lodged against accommodations, provided the appeal is lodged within three months. No new information may be submitted along with this appeal. Additional costs apply to the appeal too.

Late applications, in other words applications submitted after October of the learner's grade 11 year, have another more expensive cost than the normal applications.

Parents are also held responsible for the appointment and costs of a supervisor for a learner who needs to complete their exams in a separate venue, with or without a reader and/or scribe. The latter only applies, however, to a learner's grade 11 final exam and grade 12 exams.

7. IMPLEMENTATION OF ACCOMMODATIONS

7.1 Arrangements during tests will be made as follows.

During tests, the maximum period of time allowed for the test is the maximum time that can be granted to a learner. The lesson time is usually more than the question paper time expected of learners. The only accommodation that can be granted during tests is extra time, dependant on time and circumstances.

7.2 Arrangements during examinations will be made as follows.

During the exams, accommodations for grade 8 to 11 are accommodated in the extra time venue as recommended by the available educational psychologist reports. During grade 11 final exams and grade 12 exams, the full IEB accommodation granted will be made available.

(i) Grade 8–11 and Grade 11 June exam

- Learners get their extra time allocated and write in the extra time venue with supervision provided by the school.

(ii) Grade 11 November exam

- Learners with extra time write in the extra time venue.
- Learners with separate venues write in the venues allocated by the school for each candidate. The parents are responsible for appointing an adult, older than 21 years who is not a family member or resident relative, at their own expense. If this is not possible, the candidate will write in the extra time venue.

- Arrangements regarding the handling of each exam session and what is expected of the supervisor/reader will be dealt with before each exam for each candidate.

(iii) Grade 12 exams

- Grade 12s write prelim and final exams.
- Learners with extra time write in the venue with the rest of the matrices with the extra time which they are allowed.
- Learners with separate venues write in the venues allocated by the school for each candidate. The parents are responsible for appointing an adult, older than 21 years who is not a family member or resident relative, at their own expense. If this is not possible, the candidate will write with the rest of the matrices.
- Learners with e-reader accommodation must be aware of the specific software and licenses that must be purchased as well as the IEB levy per paper written during the final examination.
- Arrangements regarding the handling of each exam session and what is expected of the supervisor/reader will be dealt with before each exam for each candidate.

7.3 Only reader and e-reader accommodations

- Learners with IEB-approved reader and / or e-reader accommodations will receive such accommodation as e-reader during tests and examinations.
- Parents are responsible for working equipment and its responsible use. Only the IEB's approved reading program may be used. If not, the learner will have to answer the paper without accommodation.
- Tests will be answered in the normal register class environment.
- Examinations will be answered in an allocated room for all the learners.
- Any assessment that is provided electronically to a learner may under no circumstances be communicated or distributed.

8. GENERAL

Where possible, the school handles accommodations within the abilities of staff and the available facilities. All parties must be well aware of the available environment and challenges that this may bring and endeavour to manage the accommodations for each candidate as effectively as possible, which will result in fair performance.

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