RA document distribution process

Procedures for students registered with UOW Disability Service

1. Send an email advising of your current enrolment with the following information to your Disability Liaison Officer (DLO). Include your full name
   1. Your student number
   2. Notification of a change in your circumstances or
   3. Concerns regarding your RA

2. Once you have notified us, your RA document will be prepared and sent to you by your DLO & cc’d to your Faculty Student Support Advisor (SSA).

3. Carefully read your RA document and note your responsibility in relation to ensuring your reasonable adjustments are in place ie. Alternative Exam Arrangements (AEAs) for in-session exams, tests and quizzes. Refer to the student responsibilities outlined in the Disability Policy – Students http://www.uow.edu.au/about/policy/UOW058672.html

4. Save a copy of your RA document.

5. Go to the UOW Current Students web page http://www.uow.edu.au/student/timetables/index.html to identify the subject Co-ordinator for each of your subject(s). If the subject Co-ordinator’s name is not available, contact the Faculty Student Enquiry Centre - contact details are available on the Faculty webpage.

6. Each session/trimester, email your RA document to your subject Co-ordinators. Include your name, student number, RA & year/session in the subject title. A template introduction letter may be used (refer to attachment). It is important to send your RA document as early as possible prior to the commencement of each session/trimester.

7. Regularly check your UOWmail & SOLS for an RA confirmation of receipt reply from each of your subject co-ordinators. Your subject Co-ordinator may request an opportunity to discuss your reasonable adjustments with you.

8. Participate in and/or arrange an RA discussion with your Academics, as requested or when applicable. Contact your SSA or DLO if assistance is required.

9. Email your RA document to other relevant teaching staff in your subject(s). Their names & contact details will usually be available in your subject outline or online.

A flowchart outlining the main features of the RA distribution process is available at http://www.uow.edu.au/student/services/ds/