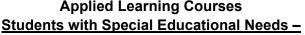
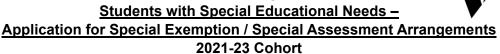
Vocational Training Council Applied Learning Courses





Introduction

Special educational needs can roughly be categorised into hearing impairment, visual impairment, physical handicap, speech impairment, intellectual disabilities, mental illness, autism, visceral disability / chronic illness, specific learning disabilities (e.g. dyslexia), and attention deficit / hyperactivity disorder. Depending on the nature and severity of their needs, students may apply for exemption from an assessment or part of an assessment; or special arrangements in an assessment.

Deadline for Application

Students should submit applications, together with documentary evidence, on or before 2nd October 2021 to Ms Wong, VTC Applied Learning Team (Room 1401, 14/F, VTC Tower, 27 Wood Road, Wan Chai; please specify "Application for Special Assessment Arrangements"). Applications submitted after 2nd October 2021 will normally not be accepted.

Documentation Requirements

- All applications should be supported by an up-to-date medical / assessment report, valid throughout the ApL assessment period, issued by the Hospital Authority, Department of Health, Education Bureau, a registered medical practitioner or a professional (e.g. audiologist, speech therapist, educational psychologist or clinical psychologist). These reports should state the special needs of the students and the special assessment arrangement necessary for the students. Application without sufficient documentary evidence, information and justifications will not be processed.
- Schools should also provide information on the special arrangements made for the students in the school internal assessments in the application forms.

Processing Procedures

- All applications are considered by the Course Leaders concerned, Chairman of the VTC Applied Learning Course Board, and Vocational Training for People with Disabilities Section of the VTC.
- In considering the special assessment arrangements, the nature and severity of the disabilities, the requests of the students, as well as special arrangements made for the students in schools will be given due consideration.

Notification of Results

The results in writing will be released to the schools and the students in November 2021. The results will be valid for the whole cohort, i.e. students need not re-apply in S.6 under normal circumstances.

Enquiries

VTC Applied Learning Team

Room 1401, 14/F, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong

Telephone: 2836 1264

Email: apl-enquiry@vtc.edu.hk

VTC Applied Learning Courses

Students with Special Educational Needs -

Application for Special Exemption / Special Assessment Arrangements 2021-23 Cohort

Course Title	Course Title		Class		
Stream (where ap	plicable)				
Part 1: Personal	Particulars				
Name of Student	(English)	(Chine	ese)		
Date of Birth	Day / Month / Year	HKID Card No.	Gender		
Home Address					
Contact No.		(Mobile)			
Name of School		Tel. No. of S	School		
Name of School Tel. No. of School Name of Teacher-in-charge					
Part 2: Nature of	Special Educationa	ll Needs (Please ✓ as ap	propriate)		
			ssment report, with details of the		
applicant's nature(s	s), details and severity o	of special educational needs			
S	pecial Educational Ne	eds	Details		
☐ Hearing Impa	airment				
☐ Visual Impair	ment				
☐ Physical Han	dicap				
☐ Speech Impa	Speech Impairment				
☐ Intellectual D	Intellectual Disabilities				
☐ Mental Illness	Mental Illness				
☐ Autism					
☐ Visceral Disa	bility / Chronic Illness				
☐ Specific Lear	ning Disabilities, e.g. D	yslexia			
☐ Attention Def	icit / Hyperactivity Disor	der			

Part 3: Application for Special Assessment Arrangements (Please ✓ as appropriate)
Details of applicant's special educational needs and <u>special assessment arrangements required</u>
MUST be stated in the Supporting Document(s) submitted.

A. In-class Written Assessment

<u>A.</u>	A. In-class written Assessment				
	Special Assessment Arrangement	Details			
	Time Allowance				
	Supervised Breaks during Assessment				
	(A 5-minute break for every 45 minutes)				
	Use of Ancillary Aids, e.g. hearing aids, magnifiers				
	Use of Screen Reader				
	(Please specify the name of the				
	text-to-speech software to be used)				
	Special Arrangement for Question Papers, e.g. enlarged print				
	Special Arrangements for Answering				
	Questions, e.g. write on alternate lines,				
	circle the MC answers on the question				
	papers, use of computer instead of				
	handwriting				
	Special Seating Arrangements				
	Others				
D	In-class Practical Assessment				
В.	in-class Practical Assessment				
	Special Assessment Arrangement	Details			
	Time Allowance				
	Use of Ancillary Aids, e.g. hearing aids,				
	magnifiers				
	Others				
Į					
C. In-class Oral Presentation					
	Special Assessment Arrangement	Details			
	Time Allowance				
	Others				
<u> </u>	Other Assessment Mathematic / Disco				
D.	Other Assessment Methods (Please spe				
	Special Assessment Arrangement	Details			
	Please specify:				

Part 4: Application for Exemption (Please ✓ as appropriate)

Details of applicant's sp	ecial educational	needs and	exemptions	required	MUST b	e stated	in the
Supporting Document(s)	submitted.		-	-			

	Assessment Methods			
	Oral Presentation			
	Practical Assessment			
	(Please specify the name of the Assessment Task(s):)			
Part 5: Information on Special Arrangements in Internal Assessments [To be completed by School] The following special arrangement(s) have / has been made available to the student in internal assessments currently: (Please ✓as appropriate)				
	Special Assessment Arrangement	Details		
	Time Allowance			
	Supervised Break(s) during Assessment			
	Use of Ancillary Aids, e.g. magnifiers, screen readers			
	Special Arrangement for Question Papers, e.g. enlarged print			
	Special Arrangements for Answering Questions			
	□ e.g. write on alternate lines, circle the MC answers on the			
question papers, use of computer instead of handwriting				
□ Special Seating Arrangement				
□ Others				
Signature of Principal				
Name of Principal				
Name	e of School	(School Chop)		
Part 6: Declaration I authorise the Vocational Training Council (VTC) to disclose the student's personal information and other relevant information pertinent to this application to bodies concerned. I also agree to authorise the VTC to obtain the relevant information of the student from other institutions including the Education Bureau, Department of Health, etc. to facilitate the VTC in processing the students application for special exemption / special assessment arrangements.				
Name	ame of Student Signature of Student			
Name	Name of Parent Signature of Parent			
Date				