



UCT ONLINE
HIGH SCHOOL

POLICIES

Accessibility and Accommodations Policy

Adult Matric Programme



in collaboration with

VALENTURE INSTITUTE



OVERVIEW

Purpose	This policy outlines UCT Online High School's, approach and parameters, in respect of accessibility and accommodations to support Adult Matric learners who are differently abled.
Custodian	UCT Online High School Head of Well-Being & Engagement
SME	Deputy Registrar & Head of Learning Technology
Approval Authority	Chief of Student Experience Executive Head of School and Chief Academic Officer
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1. POLICY SUMMARY

UCT Online High School welcomes applications for Adult Matric learners who are differently abled. Admission is contingent on UCT Online High School's ability to adequately and responsibly meet the Adult Matric learner's specific requirements, on the provision of necessary equipment and software, externally approved facilitators, healthcare professionals or relevant experts (all of which must be provided by the Adult Matric learner).

UCT Online High School has made every effort to ensure the accuracy of the information in our handbooks. However, we reserve the right at any time, if circumstances dictate, to:

- (i) make alterations or changes to any of the published details of the substance and opportunities on offer or;
- (ii) add to or withdraw any of the provisions, and opportunities on offer.

Adult Matric learners are given every assurance that changes will only be made as and when appropriate and you will be fully informed as soon as possible.



2. GENERAL ACCESSIBILITY RESOURCES

UCT Online High School offers an online learning experience and thus strives for WCAG 2.1 Level A/AA and Section 508 conformance, as per the Web Content Accessibility Guidelines (WCAG) set by The World Wide Web Consortium (W3C). The School's online modality inherently provides a number of forms of assistance for Adult Matric learners who are differently abled. The School provides, as standard, access to a number of accessibility tools as detailed in this document. In addition, Adult Matric learners may make use of specific approved external accessibility tools and resources, with the proviso that these tools must be provided and paid for by the Adult learner. Below is a non-exhaustive list of accessibility features which are available via the UCT Online High School learning platform, as well as types of externally-provided resources which require formal approval from the Department of Basic Education.

2.1. Visual barriers / Impaired vision/ Colour blindness

2.1.1. UCT Online High School-provided resources:

The font size on documents and other learning materials may be increased via the Accessibility Toolbar. Additionally, the Accessibility Toolbar on the Online Campus offers different colour backgrounds and font colours.

2.1.2. Resources which may be required and must be externally provided:

Resources such as a text-to-speech software or a compatible Braille Word Processor or any other compatible accessibility tool and/or approved facilitator may be utilised.



2.2. Hearing impairments

2.2.1. UCT Online High School-provided resources:

All UCT Online High School recorded content videos have closed captions and other learning support materials are primarily text based, enabling Adult Matric learners with hearing impairments to utilise a wide range of learning support materials.

2.2.2. Resources which may be required and must be externally provided:

Any compatible accessibility tool and/or approved facilitator may be utilised.

2.3. Physical barriers

2.3.1. UCT Online High School-provided resources:

The online nature of the School's learning modality may provide a more supportive learning environment for Adult Matric learners whose physical barriers to learning are not well served by a traditional schooling environment.

2.3.2. Resources which may be required and must be externally provided:

Any compatible accessibility tool and/or approved facilitator may be utilised.

2.4. Learning difficulties

2.4.1. UCT Online High School-provided resources:

The online nature of the School's learning modality may provide a more supportive learning environment for Adult Matric learners who experience learning difficulties.

2.4.2. Resources which may be required and must be externally provided:



Any compatible accessibility tool and/or approved facilitator may be utilised.

2.5. Behavioural and other profiles

2.5.1. UCT Online High School-provided resources:

The online nature of the School's learning modality may provide a more supportive learning environment for Adult Matric learners whose specific profiles are not well-served in traditional schooling environments.

2.5.2. Resources which may be required and must be externally provided:

Any compatible accessibility tool and/or approved facilitator may be utilised.

2.6. Other medical conditions

2.6.1. UCT Online High School-provided resources:

The online nature of the School's learning modality may provide Adult Matric learners with medical conditions the degree of flexibility and comfort which they may require in order to thrive academically while managing a medical condition.

2.6.2. Resources which may be required and must be externally provided:

Any compatible accessibility tool and/or approved facilitator may be utilised.



3. TYPES OF CONCESSIONS

The following concessions may be allowed in the Adult Matric learners' final examinations, subject to formal approval from the Department of Basic Education.

3.1. Visual barriers / Impaired vision/ Colour blindness

- 3.1.1. Double time may be granted for Adult Matric learners who are blind, and time and a half for Adult Matric learners who have low vision.
- 3.1.2. The use of the following concessions may be allowed: Scribe, Separate venue, Specific equipment, rest breaks, reader, practical assistant, adaption of Examination Papers, Braille Word Processor, Computer, Enlarged print.

3.2. Hearing impairments

- 3.2.1. Up to 20 minutes per hour extra time may be granted for perusal/formulating/ writing/checking answers.
- 3.2.2. Other concessions which may be granted are: Exemption, sign language interpreter, spelling concession, rephrased paper, reader, rest breaks, scribe, separate venue, and the use of specific, approved equipment.

3.3. Physical barriers

- 3.3.1. Between 5 and 10 minutes per hour extra time may be granted to accommodate slower writing speed.
- 3.3.2. For chronic pain, 15 minutes per hour extra time for standing and/or moving around may be granted.



- 3.3.3. Other concessions which may be granted are: Computer, handwriting, practical assistant, prompter, rest breaks, scribe, separate venue, specific equipment.

3.4. Learning difficulties

- 3.4.1. Up to 20 minutes per hour extra time may be granted for perusal/ formulating/ writing/ checking answers.
- 3.4.2. Other concessions which may be granted are computer, exemption, hand writing, reader, prompter, rest breaks, scribe, separate venue, spelling.

3.5. Behavioural and other profiles

- 3.5.1. Concessions which may be granted are: Additional time, computer, exemption, handwriting, practical assistant, prompter, reader, rest breaks, scribe, separate venue.

3.6. Other medical conditions

- 3.6.1. Adult Matric learners may be granted additional time allocations, not exceeding 20 minutes per hour.
- 3.6.2. Other concessions which may be granted are: computer, exemption, hand writing, medication/food intake, practical assistant, prompter, rest breaks, scribe, separate venue, specific equipment.



4. APPLYING FOR CONCESSIONS

4.1. Application requirements:

The Adult Matric Learner will need to personally apply for concessions via the e-registration portal for final examinations. Please see the website of the Department of Basic Education [here](#) for more information. On the e-registration portal, there is a section on declaring special needs. The Adult Matric Learner will need to:

3.1.1. Declare what special needs they have on page 1 of the [Senior Certificate Entry Form](#) under “Special Needs” using the SNE codes in Annexure A of the form.

3.1.2. Declare what concessions they require on page 1 of the Senior Certificate Entry Form under “SNE Concession”.

3.1.3. Attach the necessary health professional documentation confirming their disability and need for concessions to the Senior Certificate Entry Form.

Note: For online registrations the following is required:

- Valid RSA ID number
 - Valid email address
 - Valid cell phone number
 - Supporting documentation
 - Previous e-registration
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5. USE OF A READER, SCRIBE AND OTHER ASSISTANTS DURING FINAL EXAMINATIONS

Assistants, such as Readers, Scribes and Prompters that support our Adult Matric learners during final examinations need to meet certain requirements, these include:

1. They must be appointed by the Adult Matric learner.
2. They cannot be the Adult Matric learner's teacher, relative or peer.
3. They must be a responsible adult who understands and follows the regulations to be an assistant.
4. They need a valid police clearance.