



Application for Alternative Sitting Arrangements – Victorian Bar Entrance Examination

Sitting arrangements

To access the Victorian Bar Readers' Course candidates must sit and pass the Entrance Examination with the minimum grade for each of the following three exam components:

- (1) Procedure (Civil or Criminal) of their choosing;
- (2) Evidence; and
- (3) Ethics.

The examination will be conducted in person at an exam venue determined by the Victorian Bar and candidates will type their exam answers on a Windows laptop or MacBook computer supplied by the candidate.

This Application

All applications for alternative sitting arrangements must be submitted by completing this Application Form.

Please submit this form together with any supporting documentation as part of your online registration to sit the Exam, or send it by email to education@vicbar.com.au.

Please note that, without the requested information, we will be unable to progress your application for alternative exam arrangements.

Further information about making an application for alternative exam arrangements can be found in the Bar's Entrance Exam policy.

If you have specific questions, please contact the Admissions Officer by sending an email to education@vicbar.com.au or telephone +61 3 9225 7985.

Privacy collection statement

All applications and information provided to the Bar in respect of applications for alternative sitting arrangements for the Victorian Bar Entrance Examination (**the Exam**) are subject to the Bar's Privacy and Security of Information policy, found on the Bar's website by following this [link](#).

The personal information requested in this form is collected by the Victorian Bar for the purposes of considering and determining the candidate's application for alternative arrangements for the Exam. This information will be shared with members of the Victorian Bar including the Chair of the Exam Committee and members of the Accessibility Advisory Panel appointed by Bar Council, on a confidential basis, as described in the Victorian Bar Exam policy and the Victorian Bar Exam Rules and Conditions.

By completing this form, you consent to your personal information (including sensitive information) being used for the above purposes.

Ongoing disclosure requirements

If your application for alternative sitting arrangements discloses any information relevant to whether you are a fit and proper person for the purposes of rule 13 of the *Legal Profession Uniform General Rules 2015*, you are required to make full and frank disclosure of these matters as part of your application to commence the Bar Readers' Course upon successful completion of the Exam.

The Victorian Bar is a delegate of the Victorian Legal Services Board (**VLSB**), and in exercise of its statutory functions under the *Legal Profession Uniform Law*, the Bar assesses whether an applicant for barrister practising certificate is fit and proper person to hold an Australian practising certificate and to join as a member of the Bar association.

More information can be found on the VLSB's website:

- [Fit and proper person policy](#)
- [Mental health policy](#)

The Bar's membership eligibility requirements are otherwise covered under the [Constitution](#).

Section A: to be completed by Exam Candidate

Family name:

Given names:

Date of Bar Examination:

Specific description of each adjustment to the sitting arrangements that is sought:

Specific reason why each adjustment is sought:

Section A: continued

Authority to release information (required):

I,
of:
date of birth: _____, hereby give authority to the medical professional who has provided the information in, or required by, Section B below to release that information to the Victorian Bar's Admission Officer relating to my health condition for the purposes of the Victorian Bar considering and determining this application.

Signature:

Date:

Authority to release information (required):

I,
of:
date of birth: _____, hereby give authority to the medical professional below to release, upon request by the Bar's Admissions Officer, further information relating to my health condition for the purposes of the Victorian Bar considering and determining this application.

Signature:

Date:

Section B: Completed by Medical Professional

This section must be completed where the adjustments relate to a disability, injury or medical condition.

A medical report may be provided in place of Section B. However, this report must include the information required to determine the exam candidate's application for Alternative Sitting Arrangements.

Full name of Medical Professional:

Medical Provider Number:

Expertise:

Address:

Suburb:

State:

Postcode:

Email:

Phone Number:

Diagnoses:

Nature of medical condition(s):

Permanent

Temporary*

*Please specify the anticipated duration of the medical condition:

Condition status:

Fluctuating

Stable / Unchanging

Degenerative

Section B: continued

Impact of medical condition:

Please explain specifically, in your opinion, how the candidate's disability, illness or medical condition disability, illness or medical condition will impact the candidate's performance in the Victorian Bar Entrance Examination to be held on the date set out in Section A if adjustments are not made to the sitting arrangements on page 1. Please consider the following non-exhaustive list in providing your opinion (as relevant to the candidate's condition): fatigue, pain, concentration, memory, mobility, sitting/standing tolerances, and impact of medication.

Proposed alternative exam arrangements:

Please provide your opinion as to the appropriate accommodation that should be made to enable the candidate to have a fair opportunity to demonstrate their knowledge and ability in the examination, and explain why each accommodation is necessary.

Please ensure your answer is specific. For example, if your opinion is that additional time should be given to the candidate to complete the Exam, please state how much additional time the candidate should be given and provide the reasons why you think that much additional time should be given. If your opinion is the candidate should be given additional time in the form of rest breaks during the Exam, please state the number, duration and timing of breaks the candidate should be given and your reasons for each.

Section B: continued

Other Comments:

Signature:

Date:

*The information required in Section B may be provided in a separate document. However, this report must include the information required to determine the exam candidate's application for Alternative Sitting Arrangements.