

- Notetakers do not have authority to change or increase the services you receive, so if you need to discuss any aspect of your support, contact the Teacher Consultant at the Physical Disability Unit directly as soon as possible.
- Like all TAFE staff, your Notetakers are bound by Privacy legislation, and will respect your privacy at all times. They will not discuss you with other students, nor will they discuss other students with you, including other students receiving support from the Physical Disability Unit.
- As far as possible, you will have two (and sometimes more) Notetakers for each module. This means that if one Notetaker is absent, resigns, or is not available for your exam, you will have at least one other Notetaker with whom you feel comfortable, and who is familiar with your preferred style of notes.
- Notetakers will be arranged for **One Semester** at a time. The Physical Disability Unit does not have access to your timetable details, so to avoid disruption to your studies, contact us as soon as you have your new timetable each Semester.
- All notetaking services are provided at the discretion of the Teacher Consultant of the Physical Disability Unit. In accordance with available funding and resources.
- All students are expected to treat Notetakers with appropriate respect and in accordance with this Leaflet and TAFE Student Guidelines. Abuse of services or inappropriate behaviour may result in suspension or alteration of Notetaker support.

### Emergency Evacuation Procedures

In the event of an emergency, there are special provisions for evacuation of people with mobility restrictions. If you are in a wheelchair, or have mobility difficulties, please make sure you know the procedures and are confident in what to do should an emergency occur. Discuss your particular situation with the Teacher Consultant for Physical Disability, and/or your Teacher.

## Frequently Asked Questions

### What if I don't like or can't understand the notes?

Talk to your Notetaker about what you need. Be as specific as possible. If you have previously had a Notetaker, show your new Notetaker some old notes in the style you prefer. Remember that it may take a couple of lessons for the Notetaker and you to work out your preferred style. If there is still a problem, contact the Teacher-Consultant with your concern.

### How will other students in the class react?

Some students may want to know why you have a Notetaker, why you may write something for yourself, etc. Feel free to communicate as much or as little information as you want to your fellow students and teachers. Let your teacher know if you would like them to explain to the class that you have a Notetaker. Contact the Teacher-Consultant if you have any concerns.

### What about my Teachers?

Like students, some of your teachers may not have encountered students with disabilities receiving support services in the classroom before. Your Notetaker will have a standard letter of introduction to the teacher to explain their role, and outline OH&S and administrative information, but you can talk to your teacher about your situation if you like. The Teacher-Consultant can give you a letter of introduction for your Teacher if you wish.

### What if my Notetaker and I don't get along?

If you don't feel comfortable discussing your concerns with your Notetaker, feel free to speak confidentially to the Teacher Consultant. Difficulties may be easily resolved, so don't hesitate to contact us!

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NEW SOUTH WALES  
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## GUIDELINES FOR STUDENTS USING A NOTETAKER

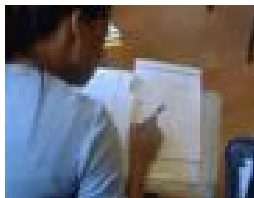


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Prepared by Physical Disability Unit, Gosford,  
November 2005.

## What is a Notetaker?

A Notetaker is TAFE staff member who has been assigned to assist you in class if you have difficulty writing.



They will:

- copy notes from the board or from overheads
- Takes notes from teacher's lectures or class discussions
- Write down your dictated answers during exams

Sometimes, a Notetaker might also help with your physical activities such as setting up equipment in class, turning pages, and reaching books in the library, A Notetaker is not a Teacher, however, so cannot help you to interpret or understand things you are learning in class, or help you with assessments or exam questions, except for reading and/or writing for you.

A Notetaker will take notes for you *when you are present in the classroom*. Unless otherwise arranged with the Teacher Consultant for the Physical Disability Unit, no notes will be taken in your absence. If you are late to class, the Notetaker will wait 20 minutes for you to arrive, before leaving the room. If you leave the class for any reason, the Notetaker will cease taking notes until you return to the room.

It is best to sit with your Notetaker, so that you can tell them what you want recorded, left out, emphasized etc.

You are welcome to take notes for yourself as well, if/when you able to do so. In an exam, for example, you may want to jot down some things to organize your dictation from.

**Like other students, you will be expected to provide all materials necessary for your class notes, including paper, pens, rulers, erasers etc as appropriate for each session.**

## Meeting Your Notetaker for the First Time

The Teacher Consultant will arrange for your Notetaker(s) to telephone you so that you can organize where to meet prior to your first lesson. Usually this will be 15 minutes before your first class commences.

You will need to discuss:

- what you want your notes written on—a book or loose sheets.
- How you want your notes set out on the page
- Whether you want full sentences or “point form”
- Use of highlighters, different colours etc

You can ask your Notetaker for ideas about what works best.

## What if I can't make it to Class?

If you must miss a class due to illness or misadventure please try to let your Notetaker know as soon as possible, preferably 24 hours before your class. You will also need to let the Physical Disability Unit know that you will be absent.

At the next class you attend, check with your class teacher on what you have missed. Contact the Teacher-Consultant if you have concerns about catching up.

**Please phone Physical Disability Unit on 43482291 AND your Notetaker AS SOON AS POSSIBLE if you are unable to attend class. Wherever possible, give the Physical Disability Unit 24 hours notice.**

If you know you will be absent for an extended period, please contact the Physical Disability Unit. We may be able to organise for you to continue study during your absence if appropriate. Be sure to let us know when you will be coming back so we can organise for your Notetaker to return to class with you.

## What if my Notetaker can't get to class?

Your Notetaker or the Physical Disabilities staff will attempt to let you know in advance. Another Notetaker will be provided where possible, although it may be someone you have not worked with before. We cannot guarantee that a Notetaker will always be available. If no Notetaker can come at short notice, ask a classmate if you can get a copy of their notes. If you are disadvantaged by the absence of your Notetaker, see the Teacher-Consultant who may be able to arrange catch-up tutorials with your teacher.

## Sharing a Notetaker

If more than one student with a disability requires a Notetaker in a particular class, there will generally be only one Notetaker provided. Your Notetaker will photocopy the notes at the completion of class and distribute them to all students. You will need to let the Teacher Consultant know when you are having in-class assessments, so that an additional Notetaker can attend. If you are unable to get your notes in your preferred style because you are sharing a Notetaker, or if any other difficulties arise, discuss with the Teacher-Consultant.

## Notetaker Reports

After each class, your Notetaker forwards a Lesson Report to the Teacher Consultant, which includes a summary of the work covered in the lesson, your attendance details etc. These reports are kept on your confidential file at the Physical Disability Unit.

## Exams and Assessments

It is usual for students with a Notetaker to have additional time in exams, as well as a separate room. Therefore, you need to advise the Physical Disability Unit **as soon as possible** so that the appropriate conditions (exam modifications) can be arranged in advance.

Where possible, your usual Notetaker will scribe for your exam. You will be in a separate room with your Notetaker and an exam supervisor, so that other students are not disturbed.

**Remember to contact the Teacher Consultant as soon as you know you are having an exam, so that extra time and a Notetaker can be arranged.**

For formal, externally set exams (Category A or B exams), special arrangements must be applied for 6 weeks in advance.

For in-class exams (Category C and D exams) special arrangements will also need to be made for having a Notetaker. So inform the Physical Disability Unit as soon as possible.



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