



Working with a note-taker

Reasonable adjustment

Note-takers are employed by Macquarie University's Accessibility Service to provide notes for student with a physical or sensory disability. Most often, notes are sourced from peers, who are paid for a copy of their notes. In other cases, note-takers are specifically employed to attend classes and make notes.

Note-takers are employed on a per-session basis and assigned to a particular unit of study. They are required to produce typed notes, except for units with formula or equations. Note-takers can only provide notes in English (language units excepted).

WHAT TO EXPECT

- Students will receive an email in the week before the start of session with a confirmation of their classes, which of these have been assigned a note-taker and how to access their notes.
- Students who receive their IEAP after the start of session will be sent an email confirmation within two weeks of receiving their IEAP.
- The Accessibility Service endeavours to have all sessions of note-taking filled within the first two weeks of session and will let you know via your student email if this is not the case.
- Note-takers are required to complete training and will be monitored regularly to ensure notes are uploaded within the 48-hour deadline and are of a consistent quality.

ACCESSING NOTES

Notes are uploaded to a Campus Wellbeing iLearn unit, in .doc, .docx or .pdf format. To access your notes:

1. Login to iLearn with your Student ID and password.

2. Scroll down to Community Units.
3. Select the Campus Wellbeing Session 1/2/3 Notetaking unit for your relevant session and Faculty (e.g. MATH notes can be found under the Faculty of Science and Engineering).
4. Scroll down to your enrolled units.

PLEASE NOTE

- If you have an issue with the quality or timeliness of your notes, please contact the relevant Disability Adjustment Liaison Officer at disability.adjustments@mq.edu.au.
- Note-takers are not required to sit with their allocated student and cannot provide a transcript of a class. If you feel that you need this type of adjustment, please contact your Disability Assessment Adviser.
- Notes will be uploaded within 48 hours of a class.
- You need to retrieve your notes regularly from the iLearn unit. Failure to do so may result in the cancellation of note-taking support.
- If you find that notes are not useful for a particular class or unit, please let the Accessibility Service know so that resources can be reallocated.
- The Accessibility Service will only allocate note-takers for an enrolled class. In cases where you are required to attend a class that you are not enrolled, you will need to inform your Disability Adjustment Liaison Officer at disability.adjustments@mq.edu.au.

FIND OUT MORE

Macquarie University NSW 2109 Australia
T: +61 (2) 9850 7497
disability.adjustments@mq.edu.au

ABN 90 952 801 237
CRICOS Provider 00002J

