

WESTERN SYDNEY UNIVERSITY



WORKING WITH A NOTETAKER

Western Sydney University's Disability Service employs notetakers to assist students with a disability who, for various reasons, are unable to physically take notes or experience difficulty in capturing information that is essential to meet academic requirements.

Notetakers can either be assigned to a unit, or to an individual student depending upon need. You are not required to sit with the notetaker unless the notetaker has been individually assigned to you. Notetakers assigned to a unit may be taking notes for other students who are also registered with the Disability Service and are enrolled in the same unit.

Notetakers are required to attend timetabled classes and provide typed notes for all classes via vUWS within 48 hours or two working days. Notetakers can only provide notes in English. To access the notes, students access the Disability Support vUWS site and search for their unit.

What should I expect?



Confirmation from Disability Support

- Disability Support will send you an email confirming that your notetaking service has been arranged. The email will include instructions on how to access your notes.



Notetaker to attend all scheduled classes

- Please note: If you have classes that are not timetabled in Allocate+ you will need to send your timetable to disabilitysupport@westernsydney.edu.au for a notetaker to be assigned to that class.
- If you have an individual notetaker assigned to you and they have not arrived to meet with you within 20 minutes of the class starting, contact Disability Support immediately on (02) 9852 5199.



Access your notes in vUWS

- From the Disability Support vUWS site, select your School → Unit folder and download your notes.
- You need to retrieve your notes regularly from vUWS. Failure to do so may result in your notetaking service being cancelled.

PLEASE NOTE:

- If you have any enquiry about notetaking services, including the quality, accuracy or access of your notes or if after 48 hours or two working days your notes do not appear in the relevant vUWS folder, please contact Disability Support on (02) 9852 5199 or disabilitysupport@westernsydney.edu.au
- If you no longer require the notetaking service, you must advise your campus Disability Advisor as soon as possible and email disabilitysupport@westernsydney.edu.au